Academic Advisor I

Job Code 50011417

**General Description**
Responsible for providing quality undergraduate advising to majors and pre-majors and to serve as an advisor and resource to prospective students and their parents.

**Examples of Duties**
- Provide undergraduate academic advising for majors and pre-majors.
- Approve course majors for each semester.
- Assist students in interpreting degree outlines.
- Maintain transcripts and files of majors.
- Provide preliminary advising to prospective students and their parents.
- Talk with students who are having problems in their major about options.
- Coordinate with other academic departments regarding questions or problems students are experiencing.
- Attend college days and orientation meetings to provide preliminary advising and give group presentations.
- Maintain and update alumni files.
- Provide clerical and administrative assistance to office.
- Provide data regarding number of students advised and other information as requested.
- Perform other duties as assigned

**Knowledge, Skills, and Abilities**
**Skill in:** Working as a team member on most tasks of jobs, in interacting courteously with students, parents and others; in explaining concepts clearly.

**Ability to:** Understand and interpret department, school, and University requirements, to prepare correspondence and reports, to perform basic math.

**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**
Bachelor’s Degree