AUBURN
Human Resources

Advisor II, Academic

Job Description

JOB INFORMATION

Job Code	AA49
Job Description Title	Advisor II, Academic
Pay Grade	SR07
Range Minimum	$41,590
33rd %	$48,530
Range Midpoint	$51,990
67th %	$55,460
Range Maximum	$62,390
Exemption Status	Exempt
Approved Date:	9/24/2024 6:20:31 PM

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Academic

JOB SUMMARY

Under general supervision, advises students on course selection, requirements for selected area of concentration, and post-college plans to help meet educational needs and realize student scholastic goals. Develops and oversees advising functions, applies in-depth and comprehensive knowledge, and may serve as mentor/trainer of new Advisors and support staff.

RESPONSIBILITIES

- Advises students in matters related to goals, policies, choice of curriculum, course load, study habits, course scheduling, academic action, and problem resolution. Makes appropriate referrals.
- Interprets University policies, procedures, and curriculum to students, faculty, and staff.
- Works with others in order to provide students with timely information on educational options and University policies.
- Assists with student orientations.
- Verifies, certifies, and/or completes appropriate student-related forms and processes, including graduation, athletics, Veteran Affairs (VA), financial aid, and other university processes.
- Maintains student and advising records in accordance with State/Federal law and University regulations, including data security.
- Utilizes appropriate technology to support effective advising.
- Actively involved in campus through professional development opportunities, developing contacts with departments and faculty, and representing the academic unit through participation on University committees, caucus leadership, and/ or teaching courses.
- Facilitates college- and/or university-level advising projects.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline.	and	3 years of	Experience with primary focus of student-related advising or academic counseling.	Or
Master's Degree	No specific discipline. For positions that require the employee to teach, Master's degree is required.	and	2 years of	Experience with primary focus of student-related advising or academic counseling.	Or

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

In-depth and comprehensive knowledge of advising policies, practices, and procedures at the post-secondary level.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.