AUBURN
Human Resources

Advisor III, Academic

Job Description

JOB INFORMATION

Job Code	AA50
Job Description Title	Advisor III, Academic
Pay Grade	SR08
Range Minimum	$43,990
33rd %	$52,790
Range Midpoint	$57,190
67th %	$61,590
Range Maximum	$70,390
Exemption Status	Exempt
Approved Date:	9/24/2024 6:22:57 PM

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Academic

JOB SUMMARY

Under minimal supervision, advises students on course selections, requirements for selected areas of concentration and post-college plans to help meet their educational needs and realize their scholastic goals. Oversees consistent application of advising policies and procedures. Conducts comprehensive academic, career, and other student support services. Applies in-depth and comprehensive knowledge in the resolution of complex situations. Acts as a mentor and trainer to other Academic Advisors. Serves as a team leader and may supervise other Advisors in the absence of or at the request of the direct supervisor, but serves as an actual Advisor the majority of the time.

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 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.
- Facilitates college- and/or university-level advising projects. Provides leadership for campus-wide advising projects.
- Develops goals and objectives for improvement of the advising unit in conjunction with the direct supervisor; implements the plans for improvement of advising functions and models within the college.
- Actively involved in professional development at all levels (campus, and regional/national), represents the academic unit through participation on University committees, caucus leadership, and/or teaching courses, and networks with other departments and/or colleges and the Office of the Director of Advising to ensure a coordinated approach to advising and retention.

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 supervise employees but supervision is not the main focus of the job.

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	5 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, a Master's degree will be required.	and	4 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			
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.