



**JOB INFORMATION**

Job Code	AA28
Job Description Title	Dir, Academic Advising
Pay Grade	SR11
Range Minimum	\$58,260
33rd %	\$71,860
Range Midpoint	\$78,650
67th %	\$85,450
Range Maximum	\$99,040
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

**JOB FAMILY AND FUNCTION**

Job Family:	Student Resources
Job Function:	Academic

**JOB SUMMARY**

Directs and oversees the academic advising function of a designated academic area.

**RESPONSIBILITIES**

- Directs and oversees the daily operations of a staff involved in the academic advising of students.
- Directs and engages in academic advising of non-traditional students.
- Evaluates, reviews, and implements best practices relating to student academic advising services.
- Manages and reviews a curricula, ensuring advisement models are current and accurate.
- Assists and works collaboratively with other academic/student services professionals.
- May direct student informational programs, workshops, or classes and serve on various university committees.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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**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 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	Degree in Education, Business, Psychology, Counseling, or related field.	And	5 years of	Experience in academic advising or counseling	

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of academic advising principles and practices.

## 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.