



JOB INFORMATION

Job Code	AA48
Job Description Title	Advisor I, Academic
Pay Grade	SR06
Range Minimum	\$34,500
33rd %	\$40,267
Range Midpoint	\$43,100
67th %	\$46,033
Range Maximum	\$51,800
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/27/2023

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Academic

JOB SUMMARY

Under immediate supervision, advises students on course selection, requirements for selected areas of concentration, and post-college plans to help meet their educational needs and realize student scholastic goals.

RESPONSIBILITIES

- Advises students in matters related to goals, policies, choice of curriculum, course load, study habits, course scheduling, academic action, and problem resolution.
- 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.
- Makes appropriate referrals.
- Verifies, certifies, and/or completes appropriate student related forms and processes.
- Maintains student and advising records in accordance with State/Federal law and University regulations
- May clear students for graduation.
- Maintains student data security.
- Utilizes appropriate technology to support effective advising.
- Actively involved in professional development opportunities at the campus level (at minimum).
- Develops contacts with departments and faculty.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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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	Or
Bachelor's Degree	No Specific Discipline.	0 years of	Experience in advising including full time primary duties of advising in higher ed.	
Master's Degree	For positions that require the employee to teach, a Master's degree will be required.	0 years of	Experience in advising including full time primary duties of advising in higher ed.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge acquired through the course of undergraduate academic endeavors.

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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.