



JOB INFORMATION

Job Code	AA50
Job Description Title	Advisor III, Academic
Pay Grade	SR08
Range Minimum	\$40,100
33rd %	\$48,133
Range Midpoint	\$52,100
67th %	\$56,167
Range Maximum	\$64,200
Exemption Status	Exempt
Approved Date:	3/25/2024 3:37:30 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.
- 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.
- Develops contacts with departments and faculty.
- Participates in professional development program at the Regional or National level, or demonstrates leadership at the campus level.
- Facilitates college- and/or university-level advising projects.
- Represents the academic unit through participation on University committees, caucus leadership, and/or teaching courses.
- Develops goals and objectives for improvement of the advising unit in conjunction with direct supervisor; implements the plans for improvement of advising functions and models within the college.
- Provides leadership for campus-wide advising projects.

RESPONSIBILITIES

- Networks with other departments and/or colleges and the Office of the Director of Advising to ensure a coordinated approach to advising and retention.

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 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 in advising of which 4 years includes full-time primary duties of advising in higher ed.	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 in advising including full-time primary duties of advising in higher ed.	Or
PhD	No specific discipline.	And	4 years of	Experience in advising including full-time primary duties of advising in higher ed.	

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	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.