

Job Title	Academic Advisor I
Job Code	
Exempt Status	Exempt
Position Status	
EEO Classification	

Job Summary

The Academic Advisor I, under general supervision, recruits and advises undergraduate students concerning their career goals and academic requirements; provides information on and refers students to University resources that can assist in meeting their needs or solving problems; may supervise projects.

Essential Duties and Responsibilities

- Provides academic advice and guidance to students on degree programs, academic schedules, course schedules, and course planning and provides input on probationary status decisions. Assists students with adds/drops, withdrawals, and changes of curriculum. Reviews academic records and test scores on file for proper course recommendations.
- Monitors student progress and degree requirements. Verifies completion of degree requirements.
- Refers enrolled undergraduate students to resources pertaining to college admissions, re-admission, professional concerns, housing, student financial aid, student services, academic preparation, time management skills, handling test anxiety, and study skills.
- Responds to inquiries from students and parents. Serves as a liaison between Colleges and other University offices regarding admissions, registration, degree audits, advising, and counseling.
- Meets with freshman and transfer students during orientation. Directs students who need assistance to correct departments for financial aid, billing, housing, textbooks, and healthcare. Assists with family visits and group tours. Creates and gives presentations about the University to visiting groups.
- Provides prospective students with University information regarding college admissions, application and admissions processes, available undergraduate programs, departmental and faculty contact information, State and University program requirements, and other available resources (i.e., health/wellness, academic support, and student organizations).
- Develops and maintains positive relationships with Academic Deans, faculty/staff, and University departments within the Texas A&M University System (TAMUS) involved in Academic Advising. Provides leadership for faculty advisors on academic advising-related activities. Develops and presents training materials and programs on proactive/intrusive academic advising for assigned Colleges and academic departments.
- Participates in System, College, and department events, activities, and programs (i.e., orientation, career fairs, workshops, diversity trainings, seminars, symposiums, conferences, etc.). Assists with coordination of special on-campus initiatives.
- Maintains records of student contacts. Prepares various academic and advising reports.

- Serves as an advisory role in the development and revision of curriculum and degree plans. Serves on various University and/or Departmental committees. Provides leadership for development of new programs. Reviews and provides input on scholarship applications.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor’s degree in applicable field or equivalent combination of education and experience.

Experience – Zero years of related experience in advising and recruiting.

Knowledge of – Knowledge of word processing, spreadsheet, and database applications. Knowledge of student information systems, degree planning, and degree audits.

Ability to – Ability to multitask and work cooperatively with others. Ability to present information clearly and concisely. Ability to work with sensitive information and maintain confidentiality. Excellent written communication, analytical, interpersonal, and organizational skills.

Licensing / Professional Certification – None

Physical Requirements –

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position generally does not supervise employees.

Other Requirements

- Work beyond normal office hours and/or work on weekends.
- Travel required.

Approved by:	
Date approved:	
Reviewed:	