

<b>Job Title</b>	Academic Advisor II
<b>Job Code</b>	
<b>Exempt Status</b>	Exempt
<b>Position Status</b>	
<b>EEO Classification</b>	

### **Job Summary**

The Academic Advisor II, 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 to undergraduate students
- Visits high schools to present and distribute information concerning University programs and opportunities
- Advises or refers students and prospective students in areas concerning college admission and readmission, professional concerns, housing, financial aid, student services, degree programs, academic schedules, course schedules, course planning and selections, major options, and career and educational goals
- Serves to facilitate the application and admission of students
- Advises students with academic, probationary, and financial concerns and determines possible courses of action
- Reviews degree plans with students
- Processes add/drops, Q drops, withdrawals, and change of curriculums and may process course substitutions and teacher certifications
- Refers students on academic preparation, time management, test anxiety, and study skills to other University resources
- Responds to inquiries from students and parents
- Has knowledge of University and college policies and procedures
- Monitors degree requirements
- Interacts with college and other University offices regarding admissions, registration, advising and counseling
- Develops and revises informational materials, handbooks, and newsletters for students and departments
- Meets with prospective students

- Meets with freshmen and transfer students during new student orientation conferences
- Conducts various recruitment programs
- Develops contacts with high school and community college teachers, counselors, and administrators as a mechanism for identifying students for recruitment
- Fosters retention of identified groups of students through activities such as mentoring, monitoring of student grades, and other support programs
- Implements projects to achieve specific activities or outcomes
- Uses Compass for student registration, degree audit, course prerequisites, etc.
- Maintains records of student contacts
- Performs other duties as assigned

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* – Two 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.

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	