

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

Job Summary

The Academic Advisor IV, under general supervision, which may be required to teach courses, manage unit of professional and support personnel, and recruit and advise undergraduate and/or graduate students concerning their educational or career goals, academic requirements, and related personal concerns; provides information on and refers students to University resources that can assist them in meeting their needs or solving their problems; may develop or oversee projects.

Essential Duties and Responsibilities

- Coordinates specific functions, including the direction of professional and support personnel to accomplish those functions
- Provides academic advice to undergraduate students
- May supervise or direct complete sections or functions of the office
- Advises students and prospective students in areas concerning college admission and readmission, inter-college transfer, professional concerns, housing, financial aid, student services, degree programs, academic schedules, course schedules, course planning and selections, major options, and career and educational goals
- Designs and implements programs intended to facilitate the application, admission, and retention of students
- Advises students with academic, probationary, financial concerns, related personal concerns and determines possible courses of action
- Approves and signs degree plans, course substitutions, add/drops, Q drops, withdrawals, and change of curriculums
- Approves and signs no grade drops, no record drops, and transfer student and readmission applications in the absence of Department Head
- Approves, establishes, and monitors student probationary terms as necessary
- Advises students on academic preparation, time management, test anxiety, and study skills
- Responds to inquiries from students and parents
- Interprets University and college policies and procedures
- Verifies completion of degree requirements
- Prepares various academic and advising reports

- Interacts with faculty and serves as a resource person to provide an exchange of information and to enhance the advisement of students
- Provides liaison between college and other University offices regarding admissions, registration, degree audits, advising, and counseling
- Develops and revises informational materials, handbooks, and newsletters for students, departments, and college
- Conducts new student orientation conferences for prospective, freshmen, and transfer students in the absence of the Department Head
- Provides oversight of students during new student orientation conferences and registers new students
- Develops and conducts high school, community college, and college recruitment programs
- Develops and implements student support programs intended to enhance the retention of identified groups
- Prepares various academic and advising reports
- Develops and supervises systems for maintaining records of student contacts
- Teaches courses as prescribed by the specific college or department to which assigned
- Uses Compass for student registration, degree audit, course prerequisites, etc.
- Assists in the development of grant and funding proposals for enhancement programs for students
- Exercises independent judgment for the adjustment of student records
- Serves as an ombudsperson to facilitate the application, admission, and retention of students
- 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 – Five 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:	