

AgriLife Position Description

Last Updated: 12/11/11

9378
ACADEMIC ADVISOR I
11/1/07

SUMMARY

General Description: 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.

DUTIES

Typical: Provides academic advice to undergraduate students; visits high schools to present and distribute information concerning University programs and opportunities; may advise or refer 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; reviews degree plans with students and processes add/drops, Q drops, withdrawals, and change of curriculums; 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; provides input for development and revision of 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; may develop 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 required.

SUPERVISION

Received: Receives detailed instruction and periodic review from administrative supervisor.

Given: May give detailed instruction and periodic review to support personnel.

EDUCATION AND EXPERIENCE

Required: Bachelor's degree. Knowledge of higher education.

Preferred: Bachelor's degree and 9 months experience in advising, recruiting, teaching, coaching, Student Affairs or other related area.

LICENSES, CERTIFICATES OR REGISTRATION

Required: None.

Preferred: None.

EQUIPMENT

Typical: None.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: None.