

AgriLife Position Description

Last Updated: 12/01/11

9945
SENIOR ACADEMIC ADVISOR II
11/01/01

SUMMARY

General Description: Serves as senior level position 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.

DUTIES

Typical: 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.

SUPERVISION

Received: Receives general instruction and occasional review from administrative supervisor.

Given: Gives detailed instruction, training, periodic review, and supervision to Academic Advisors and other support personnel.

EDUCATION AND EXPERIENCE

Required: Bachelor's degree with six years of experience in advising, recruiting, teaching, coaching, Student Affairs or other related area or Master's degree or above and four years experience in advising, recruiting, teaching, coaching, Student Affairs or other related area.

Preferred: Master's degree or above in education, counseling, or general subject area of placement and four years 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.