



University Advising Center

Student Svcs. Program Coordinator II: Undergraduate Academic Advisor I

Position Description

The Undergraduate Academic Advisor provides individual advising to approximately 300 assigned students (first-year students, transfer students, continuing caseload of students or a combination) to assist in transitioning to college, academic planning and progression, and engagement on campus. Advisors possess a working knowledge of college curriculums, university policy, and campus resources. Advisors communicate and meet regularly with students, their assigned College, and the University Advising Center. In addition, this position must maintain an average advising schedule of 30 hours per week, manage student caseloads, participate in on-going training and certification, host various outreach events, intervene with students, and regularly use available technologies to ensure accurate and effective advising.

Sample Duties:

- Advise approximately 300 assigned students (first-year students, transfer students, continuing caseload of students, or a combination) on progression requirements and selection of courses, provide information regarding institutional policies and procedures, and serve as a primary support resource for advisees
- Review and interpret placement and other standardized test scores, transcripts, courses prerequisites, degree applicability of AP, IB, Dual Enrollment, and other transfer work. Perform degree audits, monitor student registration activities, and recommend strategies to assist with academic difficulty. Refer students to the appropriate staff such as counseling, financial aid, etc., and encourage student participation in beyond-the-classroom activities. Participate in orientation and hold advising hours in evenings as needed.
- Maintain systematic and frequent contact with advisees. Monitor, identify, and support students with academic difficulties as it pertains to progression and graduation requirements. Keep accurate and confidential electronic records of every student interaction including in-person, phone, and online visits. Assist students with resolution of registration issues

Knowledge/Skills/Abilities Needed

This position requires strong critical thinking, memorization, attention to detail, and communication skills, as well as the ability to work independently while developing strong collaborative relationships with colleagues, students, and student affairs and academic affairs units. The individual must be able to exercise excellent professional judgement and discretion, making decisions on a regular basis that impact student welfare and the institution.

Minimum Qualifications: Masters degree and 1 year related experience, or bachelor's degree and 3 years related experience. A Master's degree and 1 year advising experience is preferred.