

POSITION DESCRIPTION

Position descriptions are the foundation for recruiting, classification decisions and performance evaluations. A position description is maintained in Human Resource Management for all staff and management employees describing current job duties and responsibilities. Position descriptions should be updated as needed to reflect current duties and submitted to Human Resource Management for review. New employees should review and discuss their position description with their Appropriate Administrator.

Action Requested: *Organizational Chart required for all actions.*

- Review of a new or vacant position
- Initiate a classification review
- Update an existing position description (no review requested)

| | | |
|---|----------------------------|-----------------------------------|
| Name of incumbent <i>(if filled position):</i> | | |
| <i>If vacant, name of previous incumbent:</i> | | |
| Working Title: Academic Advisor | | |
| Classification Title: Student Services Professional II | | |
| Department Name: Student Success Center | | Division: Academic Affairs |
| Appropriate Administrator/Supervisor Title: Director, Student Success Center | | |
| Position Number: | Job Code: 3082 | Grade Level: 1 |
| Time Base: 1.0 | FLSA Status: Exempt | |

Position Summary: *In a few sentences, briefly describe the primary function of the position.*

Under the general supervision of the Student Success Director, the Academic Advisor provides academic advising services to current students and potential majors or minors students. Aids undergraduate students to ensure academic and professional success by reviewing course selection and career goals. The Academic Advisor will collaborate with other departments and refer students to appropriate campus resources. The incumbent will provide solution centered recommendations in support of campus and system-wide graduation initiatives and will contribute to the mission of the Center, College, and University.

Major Duties:

Describe the major responsibilities assigned to this position (typically 5 to 7) listing them in order of importance. Indicate the approximate percentage of time spent in each area of responsibility, estimated over a year timeframe (Minimum of 5% for a given duty. Primary responsibilities should represent the majority of the time allocation, with the total equaling 100%). Miscellaneous or other duties should be 5%.

Indicate duties, which are “essential functions” by checking the Essential Function box in the right column.

*The Americans with Disabilities Act (ADA) provides that there shall not be a barrier to employment for an otherwise qualified disabled individual who is able to perform the “essential functions”, which is intrinsic to the work. **A function may be essential because 1) the position was established to perform the function; 2) a limited number of employees are available to perform the function; and/or 3) removing the function would fundamentally change the position.** (Example: A receptionist must be able to respond to in-person, telephone and electronic inquiries).*

| Description of Duties | % of Time Total = 100 | Essential Function |
|--|--------------------------|-------------------------------------|
| Academic Advising Advise a caseload of students to provide significant and frequent advising opportunities, make decisions in individual cases to resolve student problems within established parameters, regulations, and guidelines, track each student cohort to ensure efficient degree completion. Ensure timely degree completion by providing academic advisement and information on university policies (including open university policies), procedures, and graduation requirements to the undergraduate population. | 70% | <input checked="" type="checkbox"/> |

| | | |
|---|-----|-------------------------------------|
| <p>Assist students to understand degree objectives, general education, graduation requirements, and what the purpose of these requirements are and how they fit together to make a meaningful university education.</p> <p>Support students with navigating administrative processes such as course substitutions, transfer credits, permission numbers, change of major, petitions, and adding or dropping of courses, etc.</p> <p>Utilize strengths-based proactive advising strategies to support student development and persistence.</p> <p>Assists students to solve problems that may hinder their development and success.</p> <p>Assist students with the selection of courses and majors which contributes to providing basic career guidance and information.</p> <p>Work with students to resolve issues with financial aid and refer students who need financial support to basic needs and emergency grant resources.</p> <p>Collaborate with faculty and academic chairs to stay updated on curriculum and policy changes.</p> <p>Facilitate student use of Smart Planner and degree roadmaps.</p> | | |
| <p>Student Success and Collaboration</p> <p>Collaborate with retention specialists, peer mentors, graduation specialists, and faculty to assist in the development and implementation of innovative advising and retention strategies.</p> <p>Identify and refer students to campus resources. Maintain appropriate records to ensure students were adequately served.</p> <p>Interview students and identify sources of strengths and cultural capital and connect them with appropriate and relevant resources and programming (curricular, co-curricular, etc.).</p> <p>Assist in the development and implementation of student satisfaction and evaluation survey. Review responses and recommend solutions.</p> <p>Assist the director with the maintenance of databases in order to support students' progression through the college.</p> <p>Maintain a daily database and present reports on the progress of students supported, challenges experienced, and overall outcomes through the use of appropriate campus technologies. Access, analyze, and update student records to monitor and track academic progress.</p> <p>Participate in marketing and recruitment events both on and off campus for various programs.</p> | 20% | <input checked="" type="checkbox"/> |
| Other duties as assigned. | 10% | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |

Changes in position: *If this is an existing position that you believe has changed, what specific duties or responsibilities have been changed, added to, or removed since the position was reviewed previously or since the incumbent was assigned?*

Physical Effort: *Indicate the type of physical effort which is essential to the position activities:*

Sedentary Work - involves mainly sitting; walking and standing are minimal; involves lifting light weight objects limited to 15 pounds.

Environmental Factors: *Indicate the type(s) of environmental factors which are essential to the position activities:*

| | | |
|---|---|---|
| <input checked="" type="checkbox"/> Inside (Typically Office Environment) Frequency: <u>Constantly - Essential</u> | <input type="checkbox"/> Extreme Temperature (hot/cold) Frequency: Choose an item. | <input type="checkbox"/> Elevated Work (Raised platform/scaffold) Frequency: Choose an item. |
| <input type="checkbox"/> Outdoor Frequency: Choose an item. | <input type="checkbox"/> Hazards Frequency: Choose an item. | |

Supervision Received: *Indicate the level of supervision received by the position from the Appropriate Administrator.*

General Supervision - some control over administrative or technical aspects of work; definite work objectives are set, but the methods of performing tasks are frequently left to the judgment of the employee with the supervisor providing occasional advice.

Supervision Exercised: *Indicate the type of supervisory responsibilities that are associated with the position.*

No responsibility for supervising the work of others.

Specialized Materials: *The position may require the use of the following equipment, machinery, tools, vehicles or office equipment:*

Special Working Conditions: *List any overtime requirements, 24/7 on-call, work schedule, etc.*

Knowledge, Skills, and Abilities:

Working knowledge of assets-based, equity centered advising practices
General knowledge of the methods and problems of organizational and program management
General knowledge of culturally-responsive research and interview techniques
General knowledge of the overall operation, functions and programs of the College to which assigned
Ability to interpret and apply program rules and regulations
Ability use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements
Ability to reason logically; collect, compile, analyze and evaluate data
Demonstrate verbal or written presentations skills
Ability to advise students using assets-based, equity-centered methods individually and in groups
Skill in recognizing multicultural, multisexed and multiaged value systems
Maintain effective working relationships with a diverse student body, faculty, and staff with the general public.
Demonstrated ability to make decisions and carry through with actions which may impact other Student Services areas

Experience and Education:

Equivalent to graduation from a four-year college or university in one of the behavioral sciences, public or business administration or a job related field. Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities shown above may be substituted for the required education on a year for year basis.
Equivalent of two years of professional experience in one of the student services program areas or in a related field. A master's degree in a job related field may be substituted for one year of the professional experience.

Preferred Qualifications and/or Specialized Skills and Abilities: (if none, write N/A):

Bilingual or Multilingual skill is desirable.

Signatures *(Acknowledgement that the information is accurate)*

| | | |
|--|-------------------|--------------|
| Name of Employee: | Signature: | Date: |
| Name of Supervisor/Dept. Manager: | Signature: | Date: |

For HR Use Only

Classified By: Jana Williams Date: 7.20.2022

- General Reporter Limited Reporter Background Check Fingerprints Physical Exam
 Driver's License Conflict of Interest MPP Job Code _____