

Job Title: Academic Advisor
Reports To: Director of Student Success and Retention
Position Type: **Full-Time, 12-Month**
FLSA Status: **Salaried, Non-Exempt**
Remote Work: **Unavailable**

OVERVIEW: Under general supervision, the Academic Advisor is responsible for providing academic advising services to students in a university setting. This position will work closely with students to develop academic plans, provide guidance on course selection and degree requirements, and refer students to appropriate resources and support services as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist students with developing academic plans, setting goals, and identifying strategies to achieve their academic and career objectives.
- Meet with students individually and in groups to provide academic counseling and support and monitor students' academic progress and performance.
- Advise students on academic requirements, academic policies, course selection, and degree planning, including major and minor requirements, course sequencing, and credit transfer.
- Provide supplemental guidance to the program faculty and Career Services department on internships and other academic experiences that may enhance a student's education and career prospects.
- Maintain accurate records of student interactions and academic progress and provide reports and updates to faculty and staff as needed.
- Provide support and guidance to students who may be struggling with personal or academic issues that may impact their success.
- Refer students to appropriate support services and resources, including tutoring, career services, mental health services, and financial aid.
- Stay current with academic policies, procedures, and regulations, and provide guidance to students on academic and administrative requirements.
- Participate in orientation programs and other events designed to introduce students to the university and its academic programs.
- Collaborate with faculty and staff to develop and implement initiatives to support student success and retention.
- Participate in professional development activities, including training, workshops, and conferences.
- Other duties as assigned.

COMPETENCIES:

- Excellent verbal communication skills.
- Ability to read and comprehend basic instructions while carrying out those functions received in written, oral and schedule form.
- Ability to pay attention to detail.
- Ability to utilize good interpersonal communication techniques.
- Ability to remain professional at all times during stressful situations.
- Ability to work as part of a group or independently.
- Ability to multi-task, prioritize and organize work to meet deadlines.
- Ability to follow confidential procedures.
- Ability to use various office equipment.

COMPUTER SKILLS:

- Proficient ability to use Microsoft Office software to include Excel, Access, Word, and Outlook.
- Proficient ability to use University databases and software, including but not limited to Brightspace and Blackboard.
- Ability to use multiple internet browsers.

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is regularly required to stoop, bend, climb, and stand for long periods of time.
- While performing the duties of this job, the employee is regularly required to reach by extending hand(s).
- The employee must be able to frequently lift and/or move up to 30 pounds and up to 50 pounds occasionally.

WORK ENVIRONMENT:

- This position works in a climate-controlled environment with a quiet to moderate noise level.

SUPERVISORY RESPONSIBILITIES:

- Train, manage, motivate, and directs assigned student worker(s)

EDUCATION, EXPERIENCE, and TRAINING:

- Bachelor's degree and 1 year of relevant experience.

TO APPLY Email your resume to Lacy Edwards, Director of Student Success & Retention, at: lambethl@webber.edu

Note: Nothing in this job specification restricts management's right to assign or reassign duties and responsibilities to this job at any time. Critical features of this job are described under various headings above. They may be subject to change at any time due to reasonable accommodation or other reasons, with or without notice. The above statements are strictly intended to describe the general nature and level of the work being performed. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of employees in this position.

I have read and understand the duties of my position, and have reviewed the above Job Description with my Manager:

Employee Name: _____ Date: _____

Employee Signature: _____

Manager Name: _____ Date: _____

Manager Signature: _____