

From: [Laura Valdez](#)
Subject: Advisor Survey - Job Classifications
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Dear Colleagues,

The Office of Advising Strategies and Human Resources Compensation have embarked on a project designed to study and align advising job family classifications. The project should also provide guidance to departments in the appropriate use of advisement classifications. In addition, we will update job descriptions to capture the current needs, duties, and responsibilities of advisement positions. This will be a yearlong study of main campus academic and integrated advising positions.

We plan to send out surveys in the coming days to advising staff in ten (10) advising titles, so that we may receive direct feedback on their duties and responsibilities in their own words. I am contacting you because your area employs staff with the following titles:

- Academic Advisor
- Academic Advisor, Senior
- Coord, Program Advisement
- Coord, Student Advisement
- Mgr, Academic Advisement
- Student Success Specialist
- Student Success Specialist, Senior
- Student Programs Advisor
- Student Program Advisor, Senior
- Student Programs Specialist

Your staff might be asking for guidance with one particular question regarding their student load. Here is a guide for answering that question. Please look at Fall 2017 data for those actively enrolled in Main Campus, and count those with their first major in your college/major/program. Do not include prospective students, nor active but not enrolled students, nor inactive students, nor those in certificate programs. I recommend using the MyReport in the Academic Study Detail folder called Academic Study Detail GAH.

We are aiming for 100% participation and I might reach out to you if we need your help in reaching that goal.

Please let me know if you have questions about this project.

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Director

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