

# Position Classification Description

**Position Class Code / Title:** G2086 / Academic Advisor, Sr

**Recruitment Tier:** Tier 1

**FLSA:** Non-Exempt

**Grade:** 12

## Summary

In support of the University's enrollment, retention and graduation goals, provides direct academic advisement to students within an academic school/college. Advises on the school/college's programs and offerings, individual student plans, and strategies for degree attainment. Connects students to resources and services that support individual student success. Monitors student progress and processes academic paperwork related to program completion. Supports academic school/college goals by providing input on academic programs, delivering presentations/workshops, and training lower-level advisors, where applicable.

## Duties and Responsibilities

1. Provides consultation, guidance and advisement to students within an academic school/college regarding academic plans and strategies; maintains appropriate records regarding student consultations.
2. Connects students to resources and services across the institution in support of individual student success and in partnership with student success personnel.
3. Processes, verifies, and/or approves academic paperwork and records; updates academic records, reviews external documents, certifies graduation, evaluates transfer work, and processes academic exceptions to curriculum requirements.
4. Monitors student progress to degree attainment and conducts degree checks to ensure compliance with degree program requirements.
5. Presents on standard advisement topics at large and small workshops and orientations.
6. Provides input to departmental leadership regarding the development of advisement, recruitment, and/or curricular programs offered by the school/college; may research information, compile statistics and gather and compute various data, as needed
7. Provides training and functional guidance to lower-level advisors, where applicable.
8. Serves as Campus Security Authority as outlined by the Clery Act.
9. Performs miscellaneous job-related duties as assigned.

## Minimum Job Requirements

- Bachelor's degree; at least 2 years of experience directly related to the duties and responsibilities specified.

- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

## **Knowledge, Skills and Abilities Required**

- Knowledge of principles and procedures related to student advisement and/or related services.
- Strong listening, interpersonal, and communication skills.
- Knowledge of programs/services available to university students.
- Knowledge of the broad spectrum of available university academic units, curricula, and programs.
- Ability to maintain confidentiality in accordance with FERPA regulations and school policies, and other State and Federal laws.
- Ability to evaluate student transcripts and/or records.
- Knowledge of the rules, regulations, and laws regarding student records.
- Ability to analyze course prerequisites, certification, and/or curriculum/graduation requirements.
- Knowledge of the curriculum and administrative requirements for attaining graduate and/or undergraduate degrees in the field of specialty.
- Ability to assess and interpret individual student needs and to make appropriate referrals.
- Knowledge of student retention and progression issues.
- Knowledge and understanding of ADA regulations, guidelines, and standards as applicable to an academic and/or workplace setting.
- Knowledge of NCAA student-athlete academic eligibility requirements (if applicable).
- Ability to deliver effective presentations to large and small audiences.
- Strong organizational skills; ability to work within tight deadlines.
- Knowledge of web-based advising tools.

## **Distinguishing Characteristics**

Position requires: a) delivery of academic advisement for an academic program(s) within a School/College, b) analysis of academic records, resolution of complex problems, and processing of standard academic paperwork, c) partnership with student success personnel in support of individual student success, d) provision of guidance to lower-level advisors and advisement personnel.

## **Conditions of Employment**

- This position is represented by a labor union and is subject to the terms and conditions of the USUNM Collective Bargaining Agreement.

## **Working Conditions and Physical Effort**

- No or very limited physical effort required.
- No or very limited exposure to physical risk.
- Work is normally performed in a typical interior/office work environment.