

Position Classification Description

Position Class Code / Title: G1086 / Academic Advisor

Recruitment Tier: Tier 1

FLSA: Non-exempt

Grade: 10

Summary

In support of the University's enrollment, retention and graduation goals, provides support for an academic advisement unit within a school/college. Assists higher-level personnel in the delivery of academic advisement to students enrolled in an academic program within the school/college. Receives guidance, training, and mentorship from higher-level personnel as it relates to the delivery of quality academic advisement.

Duties and Responsibilities

1. Participates in and conducts academic advisement sessions, which may include a range of support activities.
2. Inputs routine data into databases, completes forms and departmental documents per established procedures, and processes academic program paperwork under direct supervision.
3. Assists higher-level advisement personnel in analyzing academic records and maintaining appropriate records regarding student consultations.
4. Responds to routine inquiries and issues; routes problems to higher-level personnel for resolution.
5. Assists in the preparation and delivery of workshops and orientations related to academic advisement.
6. Undertakes and/or participates in projects and programs designed to develop professional skills and expertise appropriate to the needs of the organization.
7. Receives guidance, training and mentoring from professional personnel in planning and carrying out activities and assignments.
8. May undertake related studies or enrichment programs as appropriate to the specific objectives of the operating unit.
9. Serves as Campus Security Authority as outlined by the Clery Act.
10. Performs miscellaneous job-related duties as assigned.

Minimum Job Requirements

- Bachelor's degree; no previous experience required.
- 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

- Basic knowledge of university settings, policies, programs, and services.
- Ability to process and prepare routine paperwork.
- Ability to maintain confidentiality of student academic related records.
- Ability to understand and follow detailed instructions and procedures.
- Strong listening, interpersonal, and communication skills.
- Ability to work both independently and in a team environment.
- Ability to organize and prioritize work.

Distinguishing Characteristics

Position requires: a) assistance to higher-level advisement personnel within the school/college, b) assistance with academic advisement activities and logistics, c) working under the mentorship of senior staff to develop experiential skills, d) resolves routine problems and inquiries.

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.