

Position Classification Description

Position Class Code / Title: G7086 / Mgr, Academic Advisement

Recruitment Tier: Tier 1

FLSA: Exempt

Grade: 14

Summary

In support of the University's enrollment, retention and graduation goals, manages and oversees the day-to-day activities of a school/college's academic advisement unit. Serves as a member of the school/college's leadership team and supports the strategic direction of the respective school/college. Supervises advisement personnel and ensures advisement services support school/college's goals and accreditation requirements. Develops partnerships with internal and external constituencies.

Duties and Responsibilities

1. Oversees all operations of a school/college's academic advisement unit; ensures compliance with University requirements and supports alignment with institutional student enrollment, graduation and retention goals.
2. Participates in decision-making for the school/college, which may include budget development, assessment of desired advisement outcomes, and development of strategies to recruit prospective students and promote four-year graduation rates.
3. Evaluates advisement programs, services and offerings to ensure alignment with school/college and institutional accreditation standards, which may include participating in the accreditation process for the respective school/college.
4. Supervises personnel which typically includes recommendations for hiring, firing, performance evaluation, training, work allocation and problem resolution.
5. Approves advisement actions as a designated signing authority under the Dean, where appropriate.
6. Develops and negotiates partnerships with other University departments, community partners, employers, and/or institutions.
7. Represents the school/college to the campus community; participates in task forces, special committees, and interdepartmental committees.
8. Conducts advisement sessions with students, as needed to support the school/college's student load.
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; at least 5 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

- Exceptional interpersonal skills and the ability to interact and work effectively with administrators, academic leadership, faculty, students, community leadership, public officials, funding agencies, and members of the community at large.
- Knowledge of academic and student development theories and student retention issues and programs.
- Strong knowledge of curriculum and administrative graduation requirements.
- Knowledge of student enrollment, retention and academic development/enrichment principles, methods and techniques.
- Advanced working knowledge of academic advisement and academic affairs policies, procedures, and regulations.
- Ability to identify, analyze, and resolve complex and sensitive problems and issues associated with student academic retention and success.
- Ability to lead thoughtful discussions and activities regarding academic experience.
- Ability to establish, develop and implement processes and procedures that align with University goals and objectives, industry standards, and best practices.
- Skill in organizing resources and establishing priorities.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Ability to foster a cooperative work environment.
- Ability to develop, plan and implement short- and long-range goals.
- Skill in budget preparation and fiscal management.
- Knowledge of academic standards governing student probation, suspension and/or expulsion.
- Ability to negotiate partnerships, as well as foster and maintain relationships with internal and external constituencies.

Distinguishing Characteristics

Position requires: a) management of the day-to-day activities of a school/college's academic advisement unit, b) participation as a member of the school/college's leadership team, c) evaluation of advisement programs and offerings to ensure quality of service and to assist in meeting accreditation requirements, d) supervision of academic advisement personnel

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.