

The University of Texas at San Antonio

Job Description

Job Title: Senior Academic Program Advisor
Code: 62
Salary Grade: 13083
FLSA Status: Exempt
Department/Division: Associate Vice Provost Student Success/VPAA
Reports To: Executive Director of Advising

Summary

- **Function:** To participate delivery of specialized academic advising and programs that promote comprehensive educational opportunities for student who are not making academic progress. Cooperate with advising colleagues and faculty members in providing academic advising a specialized individuals or groups of students.

- **Scope:** Responsible for understanding and interpreting the requirements and academic options in specific disciplines appropriate to facilitate the student's pursuit of fields of interest for which the student can satisfy the requirements.

Duties

- **Typical:**
 1. Provide undergraduate academic advising for students who are at-risk, not making academic progress in their intended major (which consists of those not making admission to their intended major, being exited from their major/college, those swirling in a major) or being readmitted to UTSA after subsequent dismissals to ensure declaration in a major for which the student can satisfy the requirements and progress though the degree.
 2. Coordinate, plan, prepare for advising sessions; assist students with registration & schedule changes/problems; explain admissions & registration policies; counsel students on academic eligibility & avail options; refer students to appropriate sources of help; respond to inquiries from parents, students, faculty & staff).
 3. Manage all aspects of student's assigned to caseload, utilizing advising tools, which involves developing a positive rapport, working

<p>relationship with students to foster student success and successful transition to their new academic pathway.</p> <ol style="list-style-type: none"> 4. Conduct research and assessment, compile data and reports, develop and maintain accurate records. 5. Participate in University efforts toward recruitment and retention by work in collaboration with advising colleagues, college administrators, faculty members, staff, and other campus resources to meet the needs and support undergraduate student's success. 6. Assist with Unit supervision (delegate work to staff & student workers; assist supervisory staff with personnel issues, advising and approving actions; oversee, as assigned, unit Processes. 7. Evaluate programs and services. 8. Perform additional duties as assigned. <ul style="list-style-type: none"> • <u>Periodic:</u> <ol style="list-style-type: none"> 1. Assist Executive Directors with data analysis and reporting. 2. May periodically attend Academic Advising Leadership meetings.

Education

Required	Preferred
Master's Degree from an accredited university	N/A

Other Requirements

Required	Preferred
Knowledge of policies and procedures at UTSA	Experience with Banner, Degree Works and SSC-Campus
Ability to work with sensitive information and to maintain the highest level of confidentiality.	
Ability to work in a fast paced environment	
Excellent customer services skills	
Criminal Background Check (CBC)	

Experience

Required	Preferred
Three years of direct Academic Advising experience to include two years Academic Advising at UTSA. One year supervisory experience	Five years of Academic Advising at UTSA.

Equipment

Required	Preferred
Proficiency in personal computers and related office equipment	N/A

Working Conditions

Usual	Special
Normal office environment	May be asked to work extended hours within a varying schedule, which may include weekends and evenings.

Supervision

Received	Given
General supervision from designated supervisor	Manage, train, or coordinate the work of assigned staff

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
