

The University of Texas at San Antonio

Job Description

Job Title: Academic Advisor IV
Code: 13084
Salary Grade: 60
FLSA Status: Exempt
Department/Division: Job Available in different departments/colleges
Reports To: In accordance with specific departmental policies

Summary

- Function: To assist with the administration, coordination and supervision of an advising unit, including direct supervision of staff when requested by the center supervisor. Administration and coordination of programs includes development and implementation, management of publicity and data collection/interpretation, preparation of reports, and meeting program objectives; and/or management of more complex academic advising activities.

- Scope: Responsible for working collaboratively across constituencies to develop and implement practical solutions to complex problems; training and supervising advising staff when requested; assisting with implementation and assessment of efficient operations; understanding and communicating the needs of specific populations of students to administrators; implementing and interpreting institutional rules to students; and facilitating the exchange of academic advising information to all concerned parties.

Duties

- Typical:
 1. Assist and support the director in organization, delivery, and assessment of academic advising services and/or supervises advising staff in the absence of or at the request of the direct supervisor.
 2. Interact with and perform various outreach functions with groups, including students, faculty, staff, administrators, community members, and parents.
 3. Administer academic advisor's file reviews; prepare advisors' performance reviews; recommend/encourage professional development of advisors; and develop, coordinate, and implement in-house training programs.

<ol style="list-style-type: none"> 4. Explore new models for effective and efficient delivery of academic advising. 5. Prepare required reports, budget plans and other information needed by the supervisor. 6. Conduct advisor file audits. 7. Develop and implement graduation/retention project(s) as assigned that benefit the college advising center. 8. Perform additional duties as assigned. <ul style="list-style-type: none"> • <u>Periodic:</u> <ol style="list-style-type: none"> 1. Participate in professional conferences and individual professional development. 2. Serve on committees relevant to the mission of the unit. 3. Represent the unit in community events that may occur outside of normal work hours.
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Education

Required	Preferred
Master's Degree from an accredited institution.	N/A
At the department's discretion: a Bachelor's degree and eight years of Academic Advising or related experience may substitute for the Master's Degree.	

Other Requirements

Required	Preferred
Ability to work with sensitive information and to maintain the highest level of confidentiality.	N/A
Ability to work in a fast paced environment.	
Excellent customer service skills.	
Familiarity with student records systems.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Six years of experience working with college students or adolescents in an academic advising or related capacity, including one year supervisory experience in an institution of higher learning.	Two years of supervisory experience in an institution of higher learning.
	UTSA academic advising experience.

Equipment

Required	Preferred

Proficiency in personal computers and related office equipment.	N/A
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Working Conditions

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

Supervision

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

Accuracy

High level of accuracy is required.

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.
