

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Academic Advisor III  
Code: 13085  
Salary Grade: 59  
FLSA Status: Exempt  
Department/Division: Job Available in different departments/colleges  
Reports To: In accordance with specific departmental policies

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## *Summary*

- Function: To assist with the coordination and occasional supervision of an advising unit, including oversight of assigned staff when requested by the center supervisor; program implementation; handle publicity, data collection, preparation of reports and meeting program objectives; and/or to manage more complex academic advising activities.
  
- Scope: Responsible for working collaboratively across constituencies to develop and implement practical solutions to complex problems; for training and oversight of advising staff when requested; for 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, 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 supervise assigned 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. Assist in the administration of academic advisors file reviews; preparation of advisors' performance reviews; encouragement of professional development of advisors; and the development, coordination, and implementation of in-house training programs.
  4. Explore new models for effective and efficient delivery of academic advising.

<ul style="list-style-type: none"> <li>5. Prepare required reports, budget plans and other information needed by the supervisor.</li> <li>6. Perform additional duties as assigned.</li> </ul> <ul style="list-style-type: none"> <li>• <u>Periodic:</u> <ul style="list-style-type: none"> <li>1. Participate in professional conferences and individual professional development.</li> <li>2. Serve on committees relevant to the mission of the unit.</li> <li>3. Represent the unit in community events that may occur outside of normal work hours.</li> </ul> </li> </ul>
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***Education***

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

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
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.	

***Experience***

<b>Required</b>	<b>Preferred</b>
Four years of experience working with college students or adolescents in an academic advising or related capacity.	One year of supervisory experience in an institution of higher learning.
	UTSA academic advising experience.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Proficiency in personal computers and related office equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
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***

<b>Received</b>	<b>Given</b>
General supervision from designated supervisor.	May assist in the management, training, or work coordination 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.