

The University of Texas at San Antonio

Job Description

Job Title: Academic Advisor II
Code: 13086
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To participate in the planning and delivery of an academic advising program/service and to create or promote new initiatives in academic advising.
- Scope: Responsible for understanding and communicating the needs of specific populations of students to administrators; interpreting, formulating, and evaluating institutional rules to students; and for facilitating the exchange of academic advising information by participating in the delivery of academic advising services to students. Cooperate with faculty members in providing for academic advising needs of individuals or groups of students.

Duties

- Typical:
 1. Plan, develop, and coordinate on-going projects that significantly and positively impact either the operations of the academic advising center or a specific student population served by the advising center. Represent the academic unit in meetings with students, parents, faculty, other campus-advising units, and administrators.
 2. Advise students individually and/or within groups in person, telephone, and e-mail regarding core, major, support work, graduation, and university requirements; provide students with information focused on meeting developmental academic needs, including transition to the college environment, exploration of various major fields of study, and career options; keep accurate records of student advising contacts and progress toward a degree.
 3. Process degree plans, register students, verify requirements using student system, conduct orientations, and monitor students for THEA compliance.
 4. Prepare required reports, budget plans, and other information accurately for the unit.

<ol style="list-style-type: none"> 5. Information resource for incoming and current Academic Advisor I's, administrative staff, interns, and provides advice to other offices in the use of Banner; and work closely with other academic advisors to provide timely information on course/degree options and University policies. 6. Perform additional duties as assigned. <ul style="list-style-type: none"> • <u>Periodic:</u> <ol style="list-style-type: none"> 1. Develop and implement departmental projects. 2. Assist with recruitment and training of Academic Advisor I positions. 3. Assist in registration, verify student prerequisite requirements, and implement 2+2 plan updates on UTSA collaborative agreements with community colleges.
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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 four 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.	

Experience

Required	Preferred
Two years of experience working with college students or adolescents in an academic advising or related capacity.	Six years of experience working with college students or adolescents in an academic advising or related capacity.

Equipment

Required	Possible
Personal computer and standard office equipment.	NA

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.	May manage, train, or coordinate Academic Advisor I employees 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.