

The University of Texas at San Antonio

Job Description

Job Title: Academic Advisor I
Code: 13087
Salary Grade: 57
FLSA Status: Non-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 academic advising and counseling services and programs that promote comprehensive educational opportunities for all students. Cooperate with faculty members in providing for academic advising needs of individuals or groups of students.
- Scope: Responsible for understanding and interpreting the requirements and academic options in specific assigned areas and for knowing basic information about other academic areas to facilitate the student's pursuit of fields of interest.

Duties

- Typical:
 1. Provides timely information and advice to students (individually and groups) regarding the development of educational course/degree plan options, the resources available, and university policies.
 2. Organize and assist in departmental projects, providing audits for graduating seniors, and submitting substitutions to the Dean for approval.
 3. May be required to train students or staff involved in academic advising.
 4. Perform additional duties as assigned.
- Periodic:
 1. N/A.

Education

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

Other Requirements

Required	Preferred
Criminal Background Check.	N/A

Experience

Required	Preferred
N/A	Two years of academic advising or extensive experience in counseling, group work, assessment, and administration of student academic programs.

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 and evaluation from supervisor.	Some instruction to support staff and clerical personnel.

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.