# Job Description

**POSITION:** Academic Advisor

**CLASSIFICATION:** Exempt

**DEPARTMENT:** Office of Academic Advisement

**REPORTS TO:** Director of Academic Advisement

## JOB FUNCTION:

The Academic Advisor provides educational guidance and assistance for first-year domestic students, international students, and intervenes with students who have multiple Academic Alerts. The Academic Advisor works with students concerning their academic plans and progress, class schedule, choice of major, and other academic related issues to assist the student in making decisions concerning educational goals leading to graduation.

## ESSENTIAL ELEMENTS:

1. Assist in the coordination of placement testing and course scheduling for first-year students.
2. Review transcript equivalencies from Registrar's Office and prepare individual course planners for first-year students.
3. Participate in King's College Orientation activities with regards to Academic Advising related items and/or sessions.
4. Advise students individually and/or in groups regarding Core and/or Major course requirements, course selection, academic policies and procedures, and academic resources.
5. Track and intervene with students who have received multiple Academic Alerts to assist them in adopting strategies for academic success.
6. Serve as the primary Academic Advisor for a cohort of first-year international students and as a secondary General Academic Advisor for upper level international students. These duties include maintaining and updating academic planners, coordinating, composing and supplying documentation for external agencies, monitoring a student's academic progress and providing guidance on academic related issues.
7. Carefully monitor at-risk students and develop and oversee a Student Action Plan for students placed on Academic Probation.
8. Meet with first-year students a minimum of two times per semester and as necessary.
9. Inform advisees of significant deadlines regarding Course Add, Course Drop, Mid-Terms, Course Withdrawals, and Academic Support Services.
10. Receive and give referrals to and from faculty and other College administrators for students' major considerations, academic issues, or personal concerns.

11. Maintain advising records and confidential student records in compliance with FERPA regulations.
12. Serve on appropriate department, college, and/or campus advisory committees.
13. Engage in professional development activities by participating in conferences, training sessions, and webinars to stay current in the best practices of academic advising
14. Participate in office staff development, workshops, programs, and administrative functions and meetings.
15. Utilize Colleague and other King's College information systems for advising purposes.
16. Hire, train, and oversee student workers.
17. Perform related duties as required or deemed necessary to meet the goals of the Office or Academic Advisement within the Advisor's scope of responsibility.

**NON-ESSENTIAL ELEMENTS:**

1. Regularly attends professional development conferences and workshops.
2. Performs other related duties as assigned.

**REQUIRED SKILLS, EXPERIENCE AND TRAINING:**
Master's Degree preferred; Advanced computer skills with expertise in various software packages; Capacity to utilize new and evolving social media for purpose of contacting advisees; Experience with Colleague or other Higher Education Database system preferred; Sensitivity to the needs of a diverse student population, including minority and international students; Excellent interpersonal/human relations skills; Sound written and oral communication skills; Ability to encourage and empower students to make sound academic and career decisions; Ability to identify students' needs for support services, make appropriate referrals, and maintain confidentiality according to FERPA regulations; Availability for occasional evening and/or weekends functions

**WORKING CONDITIONS:**
Typical office working conditions. Finger dexterity, ability to sit for long periods of time.