



DATE ISSUED: 05/08

FLSA: Exempt

PTO: VCS

JOB DESCRIPTION

TITLE

Academic Advisor I

JOB SUMMARY

Performs responsible work in the advising of students on TWU programs and services. Responsible for working with students in an effort to help individuals select, outline and achieve educational and developmental goals. Work is performed independently under limited supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policy & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Designated Academic Administrator

Supervises: May supervise clerical support staff

PRIMARY DUTIES - *May include, but not limited to the following:*

Uses computer software and university data systems to review student files and to update them when needed (TSI compliance, DARS, Colleague, G-Media, etc.) and uses internet to locate information.

Advises undergraduate students (freshmen, transfer, and/or continuing) individually and in groups on academic programs.

Provides advising for designated college, and when needed, advising for other TWU students.

Advises students in meeting readiness requirements (tests, developmental work).

Guides students in using university resources and academic planning to enhance retention and graduation.

Supports first-generation and special populations in reaching their goals.

Analyzes and processes degree plans, grade change forms, and other required forms.

Assists students in understanding current state and university rules for readiness assessment, course repetition, credit limits, and related rules needed to graduate in a timely manner.

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Performs electronic updates and removals of registration blocks in university data system; uses electronic systems to review academic records (G-media, etc.).
Maintains advising files, electronic records, and other advising records for functional continuity.
Participates in Orientations, Open Houses, and other recruitment/retention activities.
Attends regular training and development sessions.
Serves on campus committees and task forces as assigned.

ADDITIONAL DUTIES

Establishes and maintains contact with various academic components to clarify and document departmental expectations.
Supports retention efforts and promotes solid working relationships with students, staff, and faculty.
Participates in training workshops for faculty advisors.
Performs other duties as requested.

EDUCATION

Bachelor's degree is required.

EXPERIENCE

Two years of experience within an academic setting is required.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Knowledge and application of principles and ethics associated with developmental academic advising.

Knowledge of office practices and methods and of university electronic programs and data systems.

Knowledge of university programs, policies, and practices.

Ability to attend meetings/workshops/training to keep abreast of university and function changes.

Performs mathematical calculations and/or verify information accurately.

Coordinates work with other employees, providing direct instruction or supervision as assigned.

Organizes work effectively, conceptualizes and prioritizes objectives and exercises independent judgment based on an understanding of organizational

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policies and activities.

Establishes and maintains effective work relationships with students, faculty, staff, and the public.

Communicates effectively orally, by phone, in person, and in writing.

Represents the academic unit and University in a friendly, courteous, and professional manner.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye. May be required to sit for long periods of time.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. The employee may be required to travel.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature: _____ **Date:** _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.