



**DATE ISSUED:** 05/08  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Academic Advisor II

### **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. Serves as resource for various academic units regarding academic advising at TWU. Designs, plans and executes new advising policies and procedures as needed. Assumes leadership positions within the department and participates in departmental and university committees/activities. 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:**

Advises students on academic plans and goals.  
Maintains departmental records.  
Participates in New Student Orientations, Campus Visit Programs, Open House Programs, Freshman Forums and other recruitment/retention activities.  
Provides support to the THEA Compliance Officer of the University.  
Tracks and monitors all students with THEA deficiencies.  
Interprets THEA regulations/ requirements for students, staff and faculty at TWU.  
Participates in the academic support programs at TWU.  
Develops action plans in cooperation with the Registrar's Office for students on probation/suspension.  
Attends advising workshops at or away from TWU.  
Attends meetings/workshops/training to keep abreast of university and function changes.

Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

***ADDITIONAL DUTIES***

Establishes and maintains contact with various academic components.  
Participates in/presents training workshops for faculty advisors.  
Supports academic units by offering private tutoring for at-risk students.  
Serves on campus committees and task forces as assigned.  
Performs other duties as requested.

***EDUCATION***

Bachelor's degree required.

***EXPERIENCE***

Two years of higher education academic advising experience 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:***

Working knowledge of office practices and methods.  
Ability to perform mathematical calculations and/or verify information accurately.  
Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.  
Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.  
Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.  
Ability to communicate effectively orally, by phone, in person, and in writing.  
Ability to represent the department 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.*

**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.**

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***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.***