



**DATE ISSUED:** 05/08

**FLSA:** Exempt

**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Academic Advisor III

### **JOB SUMMARY**

Performs work needed to meet state requirements for data on college readiness (THEA/TSI) and manages local testing; coordinates advising events; provides leadership and training for academic advisors; assists in advising and assessment of advising. 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:*

Maintains compliance with state testing requirements (TSI/THEA) through analysis of student progress, data entry, and input for state reports.

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.

Develops and disseminates data on new students for orientation and testing.

Provides analytical data reports on advising, compliance with rules, and advising assessment.

Assists academic components in developing advising data management and student communication plans.

Assists in coordination of placement tests, maintaining records of tests, and dissemination of results (THEA, Accuplacer, computer literacy, local placement tests).

Coordinates and participates in the advising of undecided and other students.

Conducts training sessions (individual and/or workshops) for advisors for basic advising for new students (freshmen and transfers) and if requested, continuing students.

Conducts training and policy update workshops for advisors to assure consistency across the university in application of current state and local rules.  
Assures that advisors are kept updated on university program changes, catalog and rule changes.  
Coordinates advising for events such as orientations, open houses, major fairs, etc. in collaboration with other university offices.  
Assists academic components in assessing academic advising.  
Conducts advisor development activities including techniques for advising to improve retention.  
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.

### ***EDUCATION***

Bachelor's degree required; Master's degree is preferred.

### ***EXPERIENCE***

Three or more years of higher education academic advising experience including leadership activities within an academic setting is required.

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

Knowledge and application of principles and ethics associated with developmental academic advising.  
Knowledge of software and data analysis competencies.  
Knowledge of office practices and methods.  
Knowledge of university electronic programs and data systems.  
Knowledge of university programs, policies, and practices.  
Ability to develop training to keep advisors aware 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, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational 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.

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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.*

**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***

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***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.***