



## Texas A&M University Academic Advisor I

### Job Summary:

The Academic Advisor I, with assistance, is responsible for driving engagement and empowering students to achieve their academic and career goals. This position will play a vital role in maximizing undergraduate student retention by building relationships with students and clarifying procedures and academic requirements for specific programs or majors.

**The following list provides examples of the most typical duties for this level position. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to this position.**

### Essential Duties and Responsibilities:

#### 65% Advises Students

- Collaborates with students to understand and develop realistic and attainable educational and academic goals and provides input on related majors, minors, future education and career options that best align with goals.
- Educates students about and prepares and assists them with full array of academic processes (e.g., registration, add/drop, Q drops, withdrawals, change of curriculum submissions, etc.) by sharing university and college policies, program requirements, transfer credit decisions, etc.
- Reviews student's academic record and counsel students regarding core and degree course selection and implication of selected courses and/or exception requests.
- Provides input on probationary decisions.
- Creates and maintains updated relevant records and notes (e.g., student contact, advisor notes).

#### 15% Delivers Student Success and Retention Strategies

- Consistently engages student population utilizing various outreach methods (e.g., in-person and online) to cultivate a professional relationship to keep students informed of critical and relevant personal, academic and professional deadlines, updates, information and events.
- Proactively shares with students available academic, professional, and health and wellness resources (e.g., Academic Success Center, Career Center, Student Organizations, Counseling & Psychological Services, Disability Resources, etc.) May refer students with identified needs as appropriate.
- Actively monitors students' progress through the program by reviewing and assessing academic records to determine status of progression, completion of degree requirements as well as identifying and referring those students in which additional intervention and guidance may be recommended to reaching academic goals.
- Assists in the planning and/or delivery of various department related advising, student success, retention events and academic campaigns (e.g., New Student Conference, 1<sup>st</sup> semester advising, inquiries from prospective students).
- Assesses individual students' stage of academic development and promotes their growth by determining suitable developmental tasks.



### **20% Training**

- Up to 20% training per year to complete in-class and on-the-job training programs, which may include shadowing, departmental/college/school trainings, university training, university, state, and national advisor meetings, regular staff and supervisory meetings, and other activities approved by the supervisor. Trainings must include:
  - Advisor Onboarding
  - Becoming an Advisor
- Note: Time reserved for training may be adjusted after year one based on employee performance and supervisor discretion.

### **Required Education and Experience:**

Bachelor's degree. No required experience.

### **Required Licenses and Certifications:** None

### **Required Knowledge, Skills, and Abilities:**

Proficiency level of **novice** in the following skills, using the novice to expert model (i.e., novice, advanced beginner, competent, proficient, expert):

- Initiating, building, and maintaining effective relationships
- Communicating with others in a clear and concise manner that is audience appropriate
- Researching information to meet situation parameters
- Collaborating with others within and across departments/groups
- Actively listening to determine speakers' goals, needs, and/or challenges
- Organizing, prioritizing, and working effectively to meet goals and parameters of simultaneous projects

Proficiency level of **advanced beginner** in the following skills, using the novice to expert model (i.e., novice, advanced beginner, competent, proficient, expert):

- Ability to use various computer programs to include word processing, spreadsheet, and database applications
- Ability to work with confidential information

### **Preferred Knowledge, Skills, and Abilities:**

- Knowledge of student development in higher education
- Ability to lead students in developing education and personal goals