**TAMU Graduate Academic Advisor I Standard Job Description**

**Classification Title:** Graduate Academic Advisor I

**FLSA Exemption Status:**Exempt

**Pay Grade:** 9

**Minimum Pay: $45,000**

**Job Description Summary:**

The Graduate Academic Advisor I provides academic advising for graduate students on program requirements and academic processes, helping them set goals and providing necessary resources. Assists faculty with university policies and maintain student records. May also support admission and orientation processes, advise student organizations and assist with program coordination.

**Essential Duties and Responsibilities:**

**30% Graduate Advising**

* Advises graduate students on programmatic requirements and academic processes.
* Maintains accurate documentation of graduate students and their academic progress.

**20% Graduate Student Support**

* Collaborates with students to establish realistic goals, provides outreach, communicates important dates and deadlines, and offers necessary resources.

**10% Faculty Support**

* Assists faculty on university processes and policies for graduate programs.

**40% Duty Title (for the department's use)**

Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education and Experience:**

* Bachelor’s degree or equivalent combination of education and experience.
* No experience required.

**Required Licenses and Certifications:**

* N/A

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

* Strong organizational and record-keeping skills.
* Effective communication and interpersonal skills.
* Ability to support event or activity coordination.
* Proficiency in standard office software and technology.
* Ability to work with confidential information.
* Ability to think critically.
* Ability to multitask and work cooperatively with others.

**Additional Information**

**Machines and Equipment:**

* Standard office equipment

**Physical Requirements:**

* N/A

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[x]  **Yes**

[ ]  **No**