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

**Classification Title:** Graduate Academic Advisor II

**FLSA Exemption Status:**Exempt

**Pay Grade:** 10

**Minimum Pay:** $49,500

**Job Description Summary:**

The Graduate Academic Advisor II provides academic advising to graduate students and guides faculty on university policies. Maintains student records, advising materials, and resources, and support advising events. May also support admission and orientation processes, advise student organizations and assist with program coordination.

**Essential Duties and Responsibilities:**

**30% Graduate Student Advising**

* Advises graduate students on programmatic requirements and academic processes.
* Collaborates with students to establish realistic goals, provides outreach, communicates important dates and deadlines, and offers necessary resources.
* Maintains accurate documentation of graduate students and their academic progress.

**20% Graduate Advising Support**

* Maintains advising materials and resources for students.
* Supports advising events and programs.

**10% Faculty Support**

* Provides guidance to 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.
* 1 year of experience in higher education or related fields.

**Required Licenses and Certifications:**

* N/A

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

* Strong organizational and record-keeping skills.
* Effective communication and interpersonal skills.
* Familiarity with event planning and coordination.
* Understanding of graduate admissions and program operations.
* Knowledge of academic advising principles and student support
* Proficiency in standard office software and technology.
* Ability to work with confidential information.
* 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**