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

**Classification Title: Graduate Academic Advisor IV**

**FLSA Exemption Status:**Exempt

**Pay Grade:** 12

**Minimum Pay:** $59,895

**Job Description Summary:**

The Graduate Academic Advisor IV provides strategic leadership, shaping the overall direction of the graduate advising program. Leads the documentation of students' academic progress, oversees the development of advising materials, and manages advising events and programs. Develops and implements advising policies, evaluates and improves advising practices, and mentors and trains advising staff. May also represent the advising program in committees, advise student organizations, and support program coordination.

**Essential Duties and Responsibilities:**

**25% 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.
* Leads the accurate documentation of graduate students and their academic progress.

**25% Advising Support**

* Oversees development and maintenance of advising materials and resources for students.
* Oversees advising events and programs.
* Develops and implements advising policies and procedures.
* Evaluates and improves advising practices based on department and student feedback and program outcomes.
* May represent the advising program in university committees and meetings.

**5% Faculty Support**

* Provides guidance to faculty on university processes and policies for graduate programs.

**5% Mentoring**

* Mentors and trains graduate advising staff.

**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.
* 5 years of experience in higher education or related fields.

**Required Licenses and Certifications:**

* N/A

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

* Strong organizational, analytical and problem-solving skills.
* Excellent communication and collaboration skills.
* Ability to oversee and coordinate events or activities for graduate students.
* Understanding of graduate admissions and program operations.
* Expertise in academic advising principles and student support.
* Proficient in leading the assessment and improvement of program services and processes.
* Ability to work with confidential information.
* Leadership and mentoring skills.
* 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**