**Senior Academic Advisor Standard Job Description**

**Classification Title:** Senior Academic Advisor

**FLSA Exemption Status**: Exempt

**Pay Grade:** 11

**Job Summary:**

The Senior Academic Advisor, under general supervision, provides academic advising for students grounded in tenets of practice outlined by the National Association of Academic Advising (NACADA) and appropriate academic advising and student development theories. Complies with all state, system, and university policies, regulations, rules, procedures, guidelines, and directives in a timely manner and adhere to confidentiality policies (FERPA).

 **Essential Duties and Responsibilities:**

**30% Advising Students**

* Provides academic advising for students grounded in an advanced understanding of the tenets of practice outlined by the National Association of Academic Advising (NACADA) and appropriate academic advising and student development theories.
* Advises for course selection, registration, academic planning, career and educational goal setting, appropriate resources, transitioning to the university, and retention issues.
* Performs administrative tasks independently that are associated with assigned advising functions.
* Advises in both group and individual settings with current and prospective students. Interprets State, University, and college policies and procedures.
* Maintains accurate records of student contacts; may assist in the development of systems, processes, or policies for maintaining records of student contacts.

**15% Student Success and Retention**

* Monitors academic progress and implements intervention strategies for students who receive academic alerts or who need assistance in maintaining or improving their academic standing.
* Promotes student learning, development, and personal growth to empower self-sufficiency.
* Provides students with proactive referrals to appropriate resources and timely reminders, and other targeted individual and group communications using email, texting, and social media.
* Manages/coordinates advising projects, events, outreach, and interventions for all students.
* Actively seeks to identify individual, organizational, and environmental conditions that foster or inhibit student success.
* With Advising Coordinator, develops and implements new technology applications.

**15% Collaboration**

* Leads campus partners in designing and implementing strategic, campus-wide programs and initiatives to support student retention and degree completion goals.
* Serves on committees to advocate for and contribute ideas to promote a positive student experience across campus initiatives.
* Conducts research and publishes or presents on best practices and theory within the field of academic advising, students in transition, and related topics to foster professional growth and improve the student advising experience.

**10% Training & Supervision**

* Trains professional standards and competencies of academic advising to the advising community.
* Demonstrates mastery of advising tools and strategies, campus resources, and relevant updates.
* May supervise staff and/or student employees to assist with administrative advising duties and programming.

**5%: Reporting**

* Prepares various academic and advising reports, data analysis of advising initiatives, serves as an ombudsperson to facilitate the application, admission, and retention of students.

**5% Organizational Structure and Advisor Development**

* This position remains dedicated to advising students as determined by the organizational leadership.

**20% 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.

**Required Education and Experience:**

* Bachelor’s degree
* Six years of advising related experience

**Required Licenses and Certifications:**

* None

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

* Knowledge of student development in higher education.
* Ability to lead students in developing a sense of purpose and developing education and personal goals.
* Ability to use word processing, spreadsheet, database applications, student information systems, degree planning, and degree audits.
* Ability to present information clearly and concisely, work with sensitive information and maintain confidentiality.
* Excellent written communication, analytical, interpersonal, and organizational skills.

**Machines and Equipment Used:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements:**

* None

**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?**

[ ]  **Yes**

[x]  **No**