Title: Assistant Director Academic Student Advising

Pay Scale Group: 17

Description Summary

Under general supervision from a designed administrator, assist with the direction and administration of a college advising program(s).

Characteristic Duties

Manage the college advising program and assist on a wide range of academic processes. Provide program guidance for meeting educational goals for the assigned program, implement program initiatives, answer questions and resolve complex issues; recommend alternative guidelines when applicable.

Serve as the department resource to students and parents on university services and programs; explain and interpret college/program policies, procedures, and academic requirements. Conduct workshops and presentations to students and parents. Monitor, analyze and enhance student performance and retention and determine appropriate action.

Compile data required for internal and external reports and assessments; interpret and disseminate information, provide advice, assist in development of advising materials, deliver presentations, ensure that all programs and services comply with university, state and federal regulations.

Maintain collaborative relationships with departments/units regarding advising efforts that enrich the student experience. Serve as liaison to the registrar’s office and/or admissions.

Maintain and stay abreast of trends in advising and changes in academic programs and transition requirements. Assist with program recommendation and communication.

Recommend internal policies, procedures and controls; assist with setting goals and assessing outcomes.

May supervise assigned advisor(s); hire, orient, train, mentor and evaluate assigned staff; monitor and coordinate staff development and training programs.

Serve on various university, division and departmental committees, represent the department at various state and national associations.

Perform related duties as assigned.

Minimum Qualifications

Master’s degree in related educational program, student affairs administration, counseling, or other related field with one (1) years experience; OR Bachelor's degree with three (3) years experience; OR Associate's degree with five (5) years experience; OR seven (7) years experience. Experience must be in a field related to advising program. Experience may also require at least one (1) year supervision.

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