Title: Academic Adviser

Pay Scale Group: 14 A

Essential Function

Under general supervision from a designated administrator, advise current and prospective students on how to meet educational goals.

Characteristic Duties

Advise students on academic programs that meet their educational goals;

Evaluate and process admissions and graduation records, assess and approve advanced standings, substitute courses and the use of courses to meet graduation requirements;

Recommend actions related to probation, suspension and dismissal of students;

Assist marginal students in determining appropriate course loads;

Attend related meetings and functions;

Assign work; ensure proper workflow of the unit; act as lead worker;

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor's degree and one (1) year experience; -OR- Associate's degree and three (3) years' experience; -OR- five (5) years' experience; experience must be in advising high school and/or college students or related field.