Title: Sr Academic Adviser

Pay Scale Group: 15 A

Essential Function

Under general supervision from a designated administrator, conceptualize, develop, implement and evaluate the advising/retention services and programs.

Characteristic Duties

Manage advising services for a college or department; independently conceptualize, develop, implement, and evaluate the advising/retention services and programs (including budget development and supervision of advisors).

Analyze individual student performance to determine appropriate intervention.

Develop alternative pathways to ensure student success (i.e., for students who fail to meet their initial goals).

Manage and supervise the delivery of advising services between other University departments/college by developing guidelines for transition.

May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor's degree with three (3) years experience; -OR- Associate degree with five (5) years experience; -OR- seven (7) years experience. Experience must be in advising students at the high school and/or college level or a related field. Experience must include at least one (1) year supervision.