Wichita State University

Academic Advisor (6511E, 6007N)

Job Description

GENERAL DESCRIPTION OF POSITION
Advises students concerning their academic plans, progress, and academic/career goals, in order to assist the students in making personal education decisions and meeting graduation requirements. This position reports to the Director, Academic Advising or another appropriate administrator. This is a professional, non-instructional advising position supporting an academic department, college, or central advising office. This position requires considerable contact with students and therefore requires extensive communication skills. Academic Advisors are expected to possess extensive knowledge about academic programs, policies, procedures, and student support services within the scope of their responsibilities. They must be able to interpret student needs and provide individualized service and assistance while maintaining confidentiality.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Advise students individually and/or within groups regarding academic core and/or departmental requirements, appropriate class selection, academic policies and procedures, and campus resources.

2. Assist students in identifying long term goals and career plans, both academically and personally. Guide students to meet graduation requirements in a timely fashion while preparing them to meet their individualized future goals.

3. Advise all students and assist in their exploration of academic programs whilst focusing on academic policies and procedures and available resources.
4. Maintain confidential advising records.

5. Utilize information systems, as necessary, to aid in the delivery of advising services.

6. Serve as a member on appropriate departmental, college and/or campus advisory committees.

7. Create academic plans for graduation, clarify WSU policies & procedures, refer students to campus resources and assist in the definition of realistic career goals.

8. Maintain records of progress towards graduation using Banner and degree audit software in collaboration with the Registrar’s office and departmental advisors.

9. Maintain the confidentiality of student records and other information according to FERPA regulations.

10. Participate in Commencement and recruitment activities including road shows, dual advising, campus visits, Junior Day, Senior Day, Community College Day and College Open House.

11. Provide online advising for current and prospective undergraduate students regarding program requirements and graduation requirements.

12. Assist with orientation for new online WSU students, frequently serving as first contact with prospective students.

13. Provide one-on-one advising to new, returning, transfer and international students regarding courses, major, career choices, academic policies and degree requirements.

Perform any other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
This position requires a Bachelor’s degree in Education, Counseling or academic field directly related to the Advisor’s specific responsibilities; Master’s degree preferred. 1 to 3 years of professional work experience in a higher education environment. Proficiency with Banner and degree audit programs with the ability to learn new software as required

ADDITIONAL SKILLS
Intermediate: Ability to cultivate and sustain relationships with diverse audiences. Ability to organize and prioritize work. Ability to work collaboratively., Ability to work on multiple tasks simultaneously and pay attention to detail. Strong written and verbal communication skills.

PHYSICAL ACTIVITIES
Sit at a desk and use hand, wrist and finger movements to operate a computer regularly. Talk and listen to current and prospective students, colleagues and other individuals on a regular basis. Stand and walk around the office and other campus facilities as needed. Lift and carry general office supplies weighing up to 5 lbs.

ENVIRONMENTAL CONDITIONS
General office conditions; moderate noise level.