Downloaded from <https://www.velvetjobs.com/job-descriptions/academic-advisor>

# Example of Academic Advisor Job Description

Our innovative and growing company is looking to fill the role of academic advisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for academic advisor

* Assist in the development and delivery of assessment tools for academic advising
* Demonstrate developmental academic advising that assists students in clarifying personal and academic career goals through the use of appropriate student development, human development, and student learning theories
* Maintain current knowledge of the institution's academic programs, curriculum, practices and academic and student policies
* Manage academic advising case load in a manner that promotes retention, persistence, and student success through proactive interactions and interventions
* Maintain academic advising records in compliance with College and the Family Educational Rights and Privacy Act (FERPA)
* Utilize a communication plan to engage the college community in the academic advising process
* Participate in the development and implementation of program policies and procedures such as grading policies, academic progress, and mandatory student advising
* Responds to the needs of a post-traditional and diverse student population by replying to administrative, degree planning, graduation and academic status questions
* Communicates regularly with students on curriculum offerings, program changes, registration deadlines and general guidance for successfully progressing to graduation
* Clarifies processes, procedures, and expectations of the campus and UWW

## Qualifications for academic advisor

* Develop, coordinate and implement individualized academic support plans for most at risk student populations, including the assessment and evaluation of individual students to determine learning needs and additional support
* Conduct one-on-one academic meetings with a caseload of students teaching learning strategies and address academic needs
* Individually provide instruction on remediation in areas of academic skill and strategy weakness
* Collaborate with Men’s and Woman’s Basketball academic advisors on items such as course and major selection based on student academic goals, strengths and weaknesses
* Oversee study hall for assigned students including oversight of graduate student mentors and coordination of tutorial sessions
* Work with Office of Disability Services to identify students with learning needs and assist with process of obtaining accommodations