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# Example of Advisor, Academic Job Description

Our growing company is hiring for an advisor, academic. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for advisor, academic

* Coordinate with Admissions, Athletics, and Registrar's offices on student enrollment issues
* Participation in Faculty Advising updates and training each semester
* Provide advising to undergraduate students pursuing or considering undergraduate majors, minors or certificates in the Fairbanks School of Public Health
* Guide students in planning their course of study in concert with the program’s curricular requirements
* Maintain student records and track student academic progress toward the degree
* Provide advising support to at-risk students and refer students to appropriate campus resources for academic support, overseas study opportunities
* Update student handbooks and curricular materials, both print and electronic
* Serve on school committees and represent the school on campus committees
* Must be able to work a schedule that includes evening and weekend hours
* Provide advice on course offerings, program requirements and supplemental programs

## Qualifications for advisor, academic

* Contact information for three current professional references (titles, mailing address, e-mail, and phone)
* Master's degree from an accredited institution, preferably from one of the advertised areas of responsibility
* Individual must be willing to work some hours outside of normal schedule during busy advising periods, such as Orientations, start of the semester, and pre-registration advising each semester
* Active creative practice as a designer or visual artist
* Indiana teacher certification in a secondary content area or grade level
* Bachelor’s accepted