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# Example of Advisor, Academic Job Description

Our growing company is searching for experienced candidates for the position of advisor, academic. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for advisor, academic

* Assist students in gaining a basic understanding of the College's registration process and processes that need to be completed prior to the beginning of each semester
* Coordinate with other Student Affairs and Academic Affairs areas to ensure accuracy of advising materials distributed to students, faculty, and staff
* Possess a working knowledge of the various types of student financial assistance programs
* Assist students in the development of an Individualized Academic Plan
* Monitor student progress through regular meetings, communications, interventions, assessments, and data collection
* Develop and maintain appropriate relationships with students, faculty, and staff
* Engage in behaviors that create an inclusive environment in which all people are valued, supported, and respected
* Actively participate in professional development opportunities and professional organizations, college-wide committees
* Meet with students to review course selection and create course schedules
* Review students’ records and perform informal junior and senior checks

## Qualifications for advisor, academic

* Minimum of three (3) years of experience in academic advising, admissions, career counseling or related higher education area is required or one (1) year of experience with a Master's degree
* Experience working with and being committed to diverse communication
* Excellent communication and time management skills, the ability to demonstrate initiative and working in a team environment
* Master's degree in college student personnel, higher education, counseling psychology, or related discipline
* Minimum of one to two years of relevant experience demonstrating leadership qualities
* Community College experience or credential