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# Example of Advisor, Academic Job Description

Our company is growing rapidly and is looking to fill the role of advisor, academic. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for advisor, academic

* Assists students with tailoring and planning their academic program
* Counsels or refers students to appropriate sources for assistance, including University Academic Support Centers such as the Office of Disabilities, Ombudsperson, Writing Tutorial, Library and other campus services
* Participates in New Student Orientation and Graduation
* Performs pre-admission advising when necessary
* Ensures students meet all curricular requirements for graduation
* Serves as the interface between students and the Transfer Admissions Department by assisting in the submission of Special Transcripts, re-evaluation of coursework and pre-approval of transfer courses
* Maintains accurate and complete advising files for all advisees
* Utilizes computer-based academic records programs, such as SPIRE, UMetrx, Blackboard Learn, EAB/SSC for assist in advising
* Teaches advising-related seminar or workshop if needed
* Required to work some nights

## Qualifications for advisor, academic

* Demonstrates personal commitment in actions taken and decisions made
* Excellent writing skills to help students prepare personal statements for law school
* Advisors work with a great degree of independence but need to coordinate with each other
* The advisors meet on a daily basis with the Director of Academic Advisement
* They interface primarily with the Office of the Registrar, Office of Student Affairs, Office of Admissions and Office of Student Finance
* Advisors have little involvement in budgetary matters