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# Example of Advisor Assistant Job Description

Our company is looking to fill the role of advisor assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for advisor assistant

* Managing general advising processes and paperwork in the office and communicating processes to office staff
* Serving as primary point of contact for other college advising offices and advisors
* Communicating Honors requirements and procedures to other college advising offices
* Creating and updating advising materials in collaboration with the Dean and faculty
* Assuring accuracy of advising and curriculum information including print materials and website in consultation with the Dean and effectively communicating accurate
* Developing measurable learning outcomes for Honors experiential learning in collaboration with the Dean and faculty
* Serving as primary point of contact between Honors and Career Development
* Managing the campus-wide undergraduate research grants program and grants committee in consultation with the Dean
* Teaching 1 HNRS course each semester as determined needed by the Dean (Master’s degree required for teaching)
* Holding weekly office hours for student questions about applied/experiential learning opportunities

## Qualifications for advisor assistant

* Experience of working with HR databases, case management systems or other bespoke databases
* Effective listening skills to understand customer needs, wants and expectations
* Attention to detail and organisation skills to respond to customer queries accurately and in a timely manner
* Oral and written communication skills to provide comprehensive and concise responses to meet customer needs
* Professional and flexible approach to managing customer needs adapting style to meet the varying customer needs
* Resilience to remain calm under pressure and problem solve to meet varying customer needs