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# Example of Student Advisor Job Description

Our growing company is searching for experienced candidates for the position of student advisor. 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 student advisor

* Online Program Support – provides support with all of our online programs including admissions, student services, advising, marketing/recruitment
* Supports our Student Programs Advisor with the coordination of our JD/LLM Partnership Program, G&IP Student Awards and Commencement Speaker, and G&IP SBA Reps and Social Chairs
* Provides leadership, guidance and supervision to student workers, and/or graduate assistants
* Tracks budget(s)
* Conducts student evaluation surveys throughout the year to assess and evaluate each aspect of our programs’ strengths and weaknesses and student satisfaction
* Serve as core advisor to student-athletes from approximately 9 varsity sports
* Develop content for communication and social media efforts
* Remain knowledgeable on the law student experience
* Encourage student participation in career and other related Dornsife events/ services
* Gathers financial data and assisting in budget development

## Qualifications for student advisor

* Experience working with an online student organizations management system
* Familiarity with Colleague (training will be provided)
* Ability and willingness to occasionally travel (domestically and internationally), work some evenings or weekends
* Manage and support academic services and retention efforts of the school through advisement related activities for undergraduate students
* Manage scheduling and enrollment of all general ENGR designated classes within the School
* Evaluate student problems, academic, administrative or personal and refer student to appropriate student services offices for additional support