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# Example of Student Advisor Job Description

Our company is growing rapidly and is hiring for a student advisor. 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 student advisor

* Documents all interactions in the appropriate institutional systems
* Analyzes student data to identify triggers indicating a need for proactive outreach to obtain a better understanding of challenges and successes
* Coaches students to explore alternatives to overcome barriers to persistence or graduation
* Makes appropriate resource referrals when necessary
* Collaborates with other departments and functional areas to deliver an optimal student experience from inquiry through to graduation
* Identifies opportunities and solutions that improve current methods and actively participates in the change of a constantly evolving organization
* Promote student self-service tools during advising sessions and new student orientation
* Engages students through a variety communication channels
* Using a high level of discretion and independent judgment, analyze each student’s situation in order to develop and implement an individualized financial and academic plan that promotes student success
* Continuously evaluate the academic and financial plans throughout the student life-cycle and make appropriate adjustments to ensure successful student outcomes

## Qualifications for student advisor

* Three plus years' experience in higher education setting and/or counseling or coaching experience
* Demonstrated knowledge of departmental/school/college courses and majors
* Demonstrated referral and liaison skills and recognition and maintenance of confidentiality
* Master’s Degree in higher education or a field of study that enhances the individual’s ability to assist at-risk students in an academic environment
* At least two years of professional experience working with college students in academic advising, academic support programs, or other related fields
* Demonstrated ability to exercise sound judgment, process confidential information with discretion and adhere to FERPA guidelines