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# Example of Student Services Advisor Job Description

Our innovative and growing company is looking for a student services 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 services advisor

* Provides academic counseling for undergraduate and/or graduate students
* Providing one-on-one student advisement for Chemistry and Biochemistry major and minor students
* Providing advisement for student at-risk at mid-semester grades reporting
* Tracking, emailing, phone-calling students who have no re-enrolled for subsequent semesters
* On going input in the Advisement Database system to accurately trace students towards graduation
* Encouraging student participation and advising students about undergraduate research funding through scholarship opportunities
* Advises students on programs and services to help meet their academic and career goals
* Follows up with graduate application process on Apply Yourself, lmageViewer, and SIS
* Processes student petitions for d-clearance, course pre-requisite waivers, approval of transfer coursework, and other related items
* Encourages student participation in scholarship and career opportunities

## Qualifications for student services advisor

* Manages and updates the PhD database, tracks PhD student progress, assists PhD students with paperwork for qualifying exam and final defense, collects and archives PhD dissertations
* Provides academic counseling and advisement to students by maintaining knowledge of curriculum structure, financial aid, housing, academic requirements, professional school admissions requirements, and rigor of course work
* Researches and maintains career information and professional development resources for students and alumni
* Maintains alumni connections and encourages alumni affinity for the program and university
* Work with Faculty, program director, and department chair to facilitate the development of new courses and programs, of current courses and programs
* Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required