Downloaded from <https://www.velvetjobs.com/job-descriptions/student-services-advisor>

# Example of Student Services Advisor Job Description

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

* Interact with various student groups, provide necessary assistance needed and/or refer to on- and off-campus services and resources
* Organize workflow provided by Associate Director, as it relates to tele-counseling, letter campaigns, and other recruitment related projects
* Direct students to appropriate OPSS staff if issues arise that are out of scope for the SSP I
* Serve as representative at OPSS related events or meetings as they relate to the WC functions, and any as requested
* Assume student service related duties for those departments in OPSS whose staff are on planned or unexpected temporary leave or absence, if delegated by OPSS MPP
* Assist and provide coverage for special projects or needs as assigned, and as it relates to preadmission, recruitment and/or WC functions
* Develops a graduation plan for each student based on the unique needs of each student
* Identify academic options for students such as degrees, minors, certificates, graduation requirements, curriculum, course selection and registration, career options and extracurricular activities
* Meets with students to advise and direct to applicable retention services such as the Center for Community Engagement and Career Education, faculty advising, tutoring, Student Health Center, Counseling Center, Financial Aid
* Monitors and notates academic progress of student in his or her file and GradeFirst record, and submits requests and makes changes to student records Via People Soft

## Qualifications for student services advisor

* 1 to 2 years of significant working knowledge of F and J immigration regulations as a DSO or ARO at an academic institution
* In depth knowledge of the Student and Exchange Visitor Information System (SEVIS), Ellucian ISSM, F and J immigration regulations, wide breadth of computer abilities
* Demonstrated ability to work with college students, individually and in groups, helping them with planning, team building, organization of responsibilities, and problem solving
* Demonstrated ability to research, develop, analyze, implement and evaluate programs, policies, and procedures
* Working knowledge of Microsoft Word, Excel, PowerPoint and Gmail
* Ability to lift 25 pounds related to events