



Example of Academic Advisor Job Description

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Our innovative and growing company is looking to fill the role of academic advisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for academic advisor

- Assist in the development and delivery of assessment tools for academic advising
- Demonstrate developmental academic advising that assists students in clarifying personal and academic career goals through the use of appropriate student development, human development, and student learning theories
- Maintain current knowledge of the institution's academic programs, curriculum, practices and academic and student policies
- Manage academic advising case load in a manner that promotes retention, persistence, and student success through proactive interactions and interventions
- Maintain academic advising records in compliance with College and the Family Educational Rights and Privacy Act (FERPA)
- Utilize a communication plan to engage the college community in the academic advising process
- Participate in the development and implementation of program policies and procedures such as grading policies, academic progress, and mandatory student advising
- Responds to the needs of a post-traditional and diverse student population by replying to administrative, degree planning, graduation and academic status questions
- Communicates regularly with students on curriculum offerings, program changes, registration deadlines and general guidance for successfully progressing to graduation

Qualifications for academic advisor

- Develop, coordinate and implement individualized academic support plans for most at risk student populations, including the assessment and evaluation of individual students to determine learning needs and additional support
- Conduct one-on-one academic meetings with a caseload of students teaching learning strategies and address academic needs
- Individually provide instruction on remediation in areas of academic skill and strategy weakness
- Collaborate with Men's and Woman's Basketball academic advisors on items such as course and major selection based on student academic goals, strengths and weaknesses
- Oversee study hall for assigned students including oversight of graduate student mentors and coordination of tutorial sessions
- Work with Office of Disability Services to identify students with learning needs and assist with process of obtaining accommodations