



Example of Advisor, Academic Job Description

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Our innovative and growing company is hiring for an advisor, academic. 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 advisor, academic

- Communicate and send reports to football coaching staff detailing academic progress of assigned students
- Assist students in developing effective study skills and habits
- Meet with prospects and parents during recruiting visits to discuss the goals, vision, and philosophy of the academic support program
- Providing support to the Office of Academic Services by assisting with general advisement and information sharing to students
- Assisting the Student Success and Retention Services unit
- Complete data entry, student outreach, compiling data and reports, and advisement of students
- Schedule, arrange and assist with coordinating and planning events meetings
- Make available evening and Saturday advising hours if necessary
- Serve as academic advisor for college students in Kearns Center. Assist students in developing and carrying out their academic plans, including for graduate school and beyond, helping scholars to determine appropriate academic and career choices
- Teach seminar/cohort classes for Kearns students as needed. Design and implement workshops, student, alumni and staff events, and other programs in conjunction with stated expectations of grants

Qualifications for advisor, academic

- Assist with recruitment and interviewing of new students into the program. Host open houses and present to student groups
- Assist with completion of performance reports required by funding agencies. Assist in research for and writing grant proposals to federal, state, corporate and foundation sources
- Air or automotive travel with students and other staff (sometimes only with students) to research conferences and graduate school fairs/visits
- Collaborate with Football Academic Advisors on items such as course and major selection based on student academic goals, strengths and weaknesses
- Provide accurate information on academic progress, admissions requirements, and degree requirements to current and prospective majors, including community college students planning to transfer to UNO