JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Academic Advisor

Job Code: 6508

Salary Grade: S07

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Oversees student degree planning by recommending course sequencing and monitoring progress towards degree completion. Communicates information regarding academic programs, policies, and procedures based on students¿ individual needs. Assists students in realizing their educational, professional, and personal goals by offering specialized guidance. Operates within an extensive campus network of institutional resources designed to help students maximize their college experience.

- Participates in the comprehensive onboarding Academic Advisor Training Program.
- Conducts individual academic advising appointments for a designated caseload that addresses short-term scheduling and long-term degree planning.
- Guides students in formulating meaningful and appropriate academic plans based on their interests and goals, while providing guidance on the General Education curriculum, degree requirements, and academic opportunities.
- Assesses the holistic needs of students, provides support, and refers to appropriate campus partners.
- Develops a rapport of trust with assigned students.
- Responds to communications via phone and email in a timely manner.
- Manages administrative tasks associated with preparing and completing academic advising sessions. Evaluates, updates, and securely maintains student and advising records.
- Processes academic forms such as Veteran Student Form, ROTC Academic Plan, Financial Aid Satisfactory Academic Progress Appeal, and petitions.
- Reviews mid-term grade reports and follows college specific protocol to proactively address academic challenges.
- Meets with students on Academic Probation/Reinstatement to develop their academic success plans.
- Advises transfer students regarding transfer articulation, review course equivalencies, and assist with course planning and degree completion.
- Conducts proactive outreach to encourage timely advising appointments, registration, and the completion of tasks that lead to degree progress.
- Conducts graduation checks and degree and minor clearances.
- Participates in institutional retention and completion initiatives.
- Meets with prospective students and assists with programming for college recruitment and orientation events.
- Engages with the Academic Advising Community through monthly meetings and professional development opportunities.
- Serves as a Campus Security Authority (CSA) by fulfilling training and reporting obligations related to campus safety protocols.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: Bachelor's degree.

Experience:

Required: None.

Required Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Effective verbal and written communication
- Proficiency in Microsoft Office to include Outlook, Word, Excel, PowerPoint, and ability to navigate and maintain databases
- Skilled in communicating well and building rapport quickly with students, faculty, and staff
- Detail oriented for accuracy of data and information
- Highly organized and ability to handle multiple projects and deadlines
- Demonstrates ability to learn, interpret, and articulate complex policies and procedures

- Demonstrates a working knowledge of state, university, college, and major policies and procedures
- Willingness to work independently, collaboratively, and under supervision
- Committed to maintaining confidentiality and securing sensitive information

Working Conditions

Physical:
Sitting for long periods of time. Comunicate effectively. Ability to engage in repetitive motion.

Environmental:
Standard office environment. Frequent exposure to pressure caused by deadlines and busy periods. Ability to work effectively with a wide range of constituencies. Requires contact with other departments and university officials.

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