JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Academic Advisor Senior

Job Code: 7101

Salary Grade: S08

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. Demonstrates a level of leadership that is reflected in the assignment of specific responsibilities.

- Performs all duties of an Academic Advisor as appropriate.
- Monitors the academic health and degree progression of assigned students, to include transcript review, enrollment tracking, and active outreach.
- Develops a rapport of trust with assigned students.
- Responds to communications via phone and email in a timely manner.
- Participates in institutional retention and completion initiatives.
- Engages in monthly PACAA meetings, councils, and committees.
- Engages in leadership or scholarly activity to further professional advising identity.
- 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.

May perform the following duties as assigned such as:

- Assists in new advisor onboarding and training.
- Mentors new advisors.
- Develops special projects in support of departmental initiatives.
- Engages in assessment and data collection.
- Represents unit at recruitment events.
- Participates in Academic Life Coaching.
- Participates in committees, task force, or search committees.
- Actively participates in department meetings.
- Collaborates with faculty and provides feedback on curricular decisions and course needs.
- Liaison between University of Oklahoma and transfer institutions.
- Assists with special events such as orientation, convocation, graduation, etc.
- May provide supervision to administrative support personnel.

Minimum Requirements

Education:

Required: Bachelor's degree.

Experience:

Required: Minimum of 36 months of experience as a full-time Academic Advisor in higher education.

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.
- Ability to work well in a diverse environment.
- Detail oriented for accuracy of data and information.
- Highly organized and ability to handle multiple projects and deadlines
- Demonstrate ability to learn, interpret, and articulate complex policies and procedures
- Demonstrate an advanced 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. Communicate 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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