

Associate Advisor Senior

Job Code: 7596

Salary Grade: S09

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.

Duties and 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 high level of leadership that is reflected in the assignment of specific responsibilities that enhance the delivery of advising services. Responsibilities of this position may include the delivery of high-quality student services, policy and procedural authorizations, data collection, and leadership in professional advising activities at multiple university levels. May provide leadership and oversight to include supervision.

- Performs all duties of an Academic Advisor as appropriate.
- May provide leadership and oversight to include supervision of the advising center, student support initiatives, and program administration.
- Monitors the academic health and degree progression of assigned students, to include grade monitoring, active outreach, enrollment tracking, and Academic Life Coaching for students who would benefit from additional support.
- 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 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:

- Works with students who are at risk, on academic probation or other special population.
- Serves as a policy expert
- Conducts new advisor onboarding and training
- Mentors and coaches new advisors
- Leads initiatives for projects/programming, delivery of advising services, or student support services
- Develops innovative strategies for improved student services, advisor professional development, or leadership in the community
- Engages in strategic planning initiatives
- Identifies gaps in the advising system and initiates innovative approaches to address the challenges
- Assists in data collection (assessment, retention, graduation, etc.)
- Represents unit at recruitment events
- Participates in Academic Life Coaching
- Represents unit at cross departmental meetings
- Provides input and feedback in college/department decision making
- Collaborates with faculty and provides feedback on curricular decisions and course needs
- Participates in committees, task force, or search committees
- Coordinates special events such as orientation, convocation, graduation, etc.

Minimum Qualifications

Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will also accept a Master's degree and 48 months of experience in academic advising/higher education or a Doctorate and 24 months of experience in academic advising/higher education.

Experience:

Required: Minimum 72 months of experience in academic advising/higher education.

Certifications or Licenses:

- None

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

Knowledge, Skills, and Abilities

- Ability to lead well and build rapport with all stakeholders including students, staff, faculty, and administrative leadership
- Effective verbal and written communication
- Detail-oriented for accuracy of data and information
- Highly organized and capable of handling multiple projects and deadlines
- Demonstrated expertise to learn, interpret, and articulate complex policies and procedures
- Self-directed and able to work independently, collaboratively, and under supervision
- Ability to maintain confidentiality and secure sensitive information.
- Proficient in Microsoft Office to include Outlook, Word, Excel, and PowerPoint.
- Adaptive to emerging technologies that support position functions

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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