JOB DESCRIPTION

TITLE

Academic Advisor II

JOB SUMMARY

Performs responsible work in the advising of students on TWU programs and services. Responsible for working with students in an effort to help individuals select, outline and achieve educational and developmental goals. Serves as resource for various academic units regarding academic advising at TWU. Designs, plans and executes new advising policies and procedures as needed. Assumes leadership positions within the department and participates in departmental and university committees/activities. Work is performed independently under limited supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policy & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Designated Academic Administrator

Supervises: May supervise student assistants

ESSENTIAL DUTIES - May include, but not limited to the following:

- Advises students on academic plans and goals.
- Maintains departmental records.
- Participates in New Student Orientations, Campus Visit Programs, Open House Programs, Freshman Forums and other recruitment/retention activities.
- Participates in the academic support programs at TWU.
- Develops action plans in cooperation with the Pioneer Center for Student Excellence for students on probation/suspension.
- Attends advising workshops at or away from TWU.
- Attends meetings/workshops/training to keep abreast of university and function changes.
ADDITIONAL DUTIES

- Establishes and maintains contact with various academic components.
- Participates in/presents training workshops for faculty advisors.
- Supports academic units by offering private tutoring for at-risk students.
- Serves on campus committees and task forces as assigned.
- Performs other duties as requested.

EDUCATION

Bachelor’s degree required.

EXPERIENCE

Three years of higher education academic advising experience is required. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Working knowledge of office practices and methods.
- Ability to perform mathematical calculations and/or verify information accurately.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment, including related university software and email.
PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: ___________________________ Date: _______________

Employee Printed Name: ___________________________

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex,
sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.