



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 09/17
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Academic Advisor I

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. 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:

- Uses computer software and university data systems to review student files and to update them when needed (TSI compliance, Student Planning, Colleague, G-Media, etc.) and uses internet to locate information.
- Advises students (undergraduate, graduate, transfer, and/or continuing) individually and in groups on academic programs.
- Provides advising for designated college, and when needed, advising for other TWU students.
- Advises students in meeting readiness requirements (tests, developmental work).
- Guides students in using university resources and academic planning to enhance retention and graduation.
- Supports first-generation and special populations in reaching their goals.
- Analyzes and processes degree plans, grade change forms, and other required forms.
- Assists students in understanding current state and university rules for readiness assessment, course repetition, credit limits, and related rules needed to graduate in a timely manner.

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- Performs electronic updates and removals of registration blocks in university data system; uses electronic systems to review academic records (G-media, etc.).
- Maintains advising files, electronic records, and other advising records for functional continuity.
- Participates in Orientations, Open Houses, and other recruitment/retention activities.
- Attends regular training and development sessions.
- Serves on campus committees and task forces as assigned.

ADDITIONAL DUTIES

- Establishes and maintains contact with various academic components to clarify and document departmental expectations.
- Supports retention efforts and promotes solid working relationships with students, staff, and faculty.
- Participates in training workshops for faculty advisors.
- Performs other duties as requested.

EDUCATION

Bachelor's degree is required.

EXPERIENCE

One year of experience within an academic setting is required.

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:

- Knowledge and application of principles and ethics associated with developmental academic advising.
- Knowledge of office practices and methods and of university electronic programs and data systems.
- Knowledge of university programs, policies, and practices.
- Ability to attend meetings/workshops/training to keep abreast of university and function changes.
- Performs mathematical calculations and/or verify information accurately.

- Coordinates work with other employees, providing direct instruction or supervision as assigned.
- Organizes work effectively, conceptualizes and prioritizes objectives and exercises independent judgment based on an understanding of organizational policies and activities.
- Establishes and maintains effective work relationships with students, faculty, staff, and the public.
- Communicates effectively orally, by phone, in person, and in writing.
- Represents the academic unit 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

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

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.

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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.