Georgia State University

Job Specification

Job Title: Academic Advisor I

BCAT Code: 09IX37  Effective Date: July 1, 2012
Pay Grade: G12  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Assists academic departments/units with verbal or written academic plans, advisement interpretation; and in the implementation of University policies and procedures in areas of student enrollment and evaluation.

Examples of Duties
- Advises prospective and current students on academic requirements and course selection.
- Disseminates information on University policies and procedures to faculty, parents and students.
- Maintains student files.
- Analyzes and processes requests for readmission from academic exclusion and financial aid reinstatements.
- Provides retention services for students who are part of the Academic Improvement Program.
- Audits student records for curriculum, major and graduation requirements.
- Evaluates and determines transfer credits.
- Compares transcripts with entrance and graduation requirements.
- Participates in mandatory advisement sessions.
- Evaluates student records for degree requirements.
- Determines award recipients based on academic performance.
- Reviews course adjustment forms and petitions for readmission of students.
- Processes applications for state certifications, etc.
- Monitors and tracks the retention, progression and graduation of students.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of advisement theories and practices to help students achieve success.
- Excellent communication, time management and organizational skills.
- Ability to make sound judgments, problem solve and identify solutions.
- Ability to work independently and in a team environment.
- Ability to meet deadlines and work in a fast paced work environment.
- Ability to develop and maintain professional relationships.

Minimum GSU Hiring Standards
Bachelor’s degree and one year of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.