Job Title: Academic Advisor II

BCAT Code: 09IX38                  Effective Date: July 1, 2012
Pay Grade: G13     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. May coordinate work of entry level Academic Advisors.

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.
• Teaches or co-teaches GSU 1010 classes and Conducts Incept informational sessions.
• Serves as mentor for Academic Advisor I.
• 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 three years 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.