General Description
Performs advanced level academic advising functions, such as facilitating academic program development, advisement, interpretation and implementation of University policies and procedures.

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.
- Evaluates student records for degree requirements.
- Monitors student registration activities and academic performance/progress.
- Coordinates communications with students regarding course scheduling, core and major requirements, academic resources, etc.
- Serves as lead worker for programs that require coordination, such as Incept, social media, joint enrollment, etc.
- Evaluates and advises on academic programs and progress of students.
- Coordinates and communicates with faculty on academic program changes or updates.
- Assesses college compliance with Board of Regents degree requirements.
- Trains and supervises staff and/or student assistants.
- Provides and/or oversees graduation checkouts and audits the management of the college.
- Teaches or co-teaches GSU 1010 classes; Conducts Incept informational sessions; serves as mentor for Academic Advisors I and II.
- 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 develop and maintain professional relationships.

Minimum GSU Hiring Standards
Bachelor’s degree and five 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.