**Title Details**

|  |  |
| --- | --- |
| Employee Type | AP-Administrative Professional  |
| University Title | Academic Coordinator/Advisor 3 |
| Title Code  | 1486 |
| Function General Scope | Positions assigned to this class are responsible for serving as a senior level professional, and/or overseeing and leading/supervising the functions of a group of employees involved in academic advisement or related activities for prospective or current graduate and/or undergraduate students in a specified academic department, school, or college. Senior level positions are typically considered subject-matter experts for the College. |

**Job Duties and Responsibilities**

|  |  |
| --- | --- |
| Summary of Duties | The majority of the responsibilities will include areas such as, but not limited to advising students in the areas of academic planning, interpretation of department, school, college and university requirements, degree requirements, career exploration and other matters; assisting unit heads to prepare and implement unit wide goals, procedures and controls; responsible for assessing departmental advising needs; working closely with academic advisors to ensure that a proactive and quality approach is taken with all student advising needs; analyzing existing goals and programs, program assessment, and recommending solutions and improvements, and implementing changes. Position are typically responsible for developing, implementing, and/or administering programs and initiatives, which reflect the University’s academic advising efforts; and provide leadership at workshops. Positions lead, supervise, or provide expert level guidance to paraprofessional, technical, and support staff. |
| Job Function, % Time, Essential |  45%, Academic Advising, Essential |
| Duties Performed | Manage day-to-day program operations and services, policies and procedures for academic programs.Provide senior level academic advising to current, prospective, and incoming students.Coordinate advising efforts with faculty advisors to ensure proper recommendations to students for advising and degree completion.Archive and compile information to help advise faculty on trends of courses; student issues, enrollment numbers and advise accordingly.Advise enrolled students regarding course selection, major requirements, developing degree plans, monitoring progress toward degree completion and student progress throughout their academic career.Advise transfer students of program policies and prerequisites.Advise prospective students regarding admissions processes and resources; programs of study; eligibility criteria; registration processes.Suggest alternatives based on their expressed interests, career objectives, and their previous academic record.Monitor academic performance of enrolled students and make appropriate recommendations/referrals to academic assistance programs. Advise, counsel, and assist students to complete necessary certification requirements and paperwork to ensure graduation requirements are met.Provide information and clarification regarding University academic policies.Work with Academic Programs Manager, Program Coordinators, and other appropriate university offices in the resolution of academic problems and deficiencies, and to resolve specific student needs. |
| Job Function, % Time, Essential |  20%, Recruitment & Retention, Essential |
| Duties Performed | Oversee and participate in the development of resource materials for recruitment and retention.Oversees development of and participates in programs for targeted recruitment efforts, developing marketing materials and arranging campus visits of prospective students.Provide leadership in the development of orientation workshops and presentations. |
| Job Function, % Time, Essential |  20%, Administration, Essential |
| Duties Performed | Supervise and oversee the work of Academic Coordinator/Advisors and other staff in related activities to ensure that a proactive and quality approach is taken with all student advising needs.Provide professional development opportunities, training, and feedback for assigned staff.Develop and provide direct input regarding, planning, implementing, and evaluating policies and procedures and student communication.Responsible for providing direct input regarding planning, implementing and evaluation goals, procedures and controls.Represent the department at university meetings and activities and relay information to faculty.Maintain and update student files with current course work and grades to ensure deadlines and requirements are met relative to academic progress and graduation. |
| Job Function, % Time, Essential | 10%, Admissions, Essential |
| Duties Performed | Receive and review applications, transfer evaluations and transcripts to ensure eligibility for admission to the programs, including the evaluation of transfer credits and the applicability of academic credit to program requirements.Communicate admissions decision to applicants as required.Interact and communicate with WSU administrative offices including but not limited to Admissions Office, Registrar’s Office, Student Accounts, Scholarship Services, and Financial Aid.Make admissions recommendations. |
| Job Function, % Time, Essential |  5%, Other, Non-Essential  |
| Duties Performed | Perform other duties as assigned. |

**Supervisory/Lead Responsibilities**

|  |  |
| --- | --- |
| Does this position lead the work of others? | Yes |
| Does this position supervise the work of others? | Yes |

**Position Qualifications**

|  |  |
| --- | --- |
| Required Qualifications | Bachelor’s degree and four (4) years of full-time academic advising experience at a college or university or relevant professional experience. A Master’s degree in a related field may substitute for one (1) year of professional work experience. Any combination of relevant education and professional academic advising experience may be substituted for the educational requirement on a year‐for‐year basis. Positions who will lead or supervise will require one or more years of full-time experience leading or supervising the work of others.Accreditations: Continuous Level 2 certification through WSU ACADA. |
| Additional Requirements | Demonstrated excellent verbal/written communication and interpersonal skills. Demonstrated experience with Microsoft Office including, Excel, Outlook, PowerPoint, and Word. Experience conducting presentations. Demonstrated public speaking skills/experience.  |
| Preferred Qualifications | Master’s degree in related field.Experience providing student services in a higher education institution.Experience working with and maintaining student records.Knowledge of curriculum management practices, processes and policies. |