

ADMINISTRATIVE PROFESSIONAL POSITIONS MUST QUALIFY FOR ONE OF THE [EXEMPTION CRITERIA](#) SET FORTH IN RCW 41.06.070.

**ADMINISTRATIVE PROFESSIONAL  
Benchmark Job Class  
Academic Coordinator/Advisor 2/1485**

**Function and General Scope**

Positions assigned to this class are responsible for leading or mentoring others and/or performing professional and/or advanced-level professional duties involved in academic advisement or related activities for prospective and current students within a specified academic department, school, or college or equivalent unit of a college. Advisor 2 is expected to possess extensive knowledge about academic programs, policies, procedures, and student support services.

The majority of the responsibilities will include duties such as, but are not limited to performing advanced-level advising for students, with limited supervision, in the areas of academic planning, interpretation of department, school, college and university requirements, degree requirements, career exploration and other matters, and provide assistance in developing unit policies procedures and methodologies.

Position may collaborate and assist with university policies and procedures; develop and/or oversee the development of and participate in student workshops, professional development/training/mentoring, and student recruitment activities. May coordinate processes including certification, transfer credit evaluation, student success programs, etc. May lead, supervise, or provide guidance to paraprofessional, technical, and support staff.

**Classification Requirements (Minimum Qualifications)**

Bachelor's degree and three (3) years of full-time academic advising experience in a college or university or related 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 supervisor will require one or more years of full-time experience leading or directing the work of others.

Accreditations: Continuous Level 2 certification through WSU ACADA.

Position duties are FLSA overtime exempt, unless the position's gross salary does not meet the current salary test amount.