

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 3/1486**

**Function and 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.

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.

**Classification Requirements (Minimum 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.

Position duties are FLSA overtime exempt and the position's gross salary must meet the current FLSA salary test.