

*This sample position description is intended to be used as an example, please add specific job duties as needed.

Title Details

Employee Type	AP-Administrative Professional
University Title	Academic Coordinator/Advisor 1
Title Code	1484
Function General Scope	Positions assigned to this class are responsible for performing 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.

Job Duties and Responsibilities

Summary of Duties	<p>The majority of the responsibilities will include duties such as, but are not limited to academic counseling or advising students, analyzing applications for certification; assessing academic level; responding to academic inquiries; academic advising including developing individual academic plans; educating students in the areas of academic planning, interpretation of department, school, college and university requirements, degree requirements, career exploration, and other related matters; counseling non-students about possible admission to university programs; providing academic planning advice for prospective transfer students.</p> <p>Positions <u>may</u> participate in coordinating student advising workshops, arranging for campus visits, recruitment activities, and assist in developing unit procedures/ methodologies.</p>
Job Function, % Time, Essential	55%, Advising, Essential
Duties Performed	<p>Provide academic advising to current, prospective, and incoming students.</p> <p>Advise enrolled students regarding course selection, major requirements, developing degree plans, monitoring progress toward degree completion and student progress throughout their academic career.</p> <p>Coordinate advising efforts with faculty advisors to ensure proper recommendations to students for advising and degree completion.</p>

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	<p>Archive and compile information to help advise faculty on trends of courses; student issues, enrollment numbers and advise accordingly.</p> <p>Advise transfer students of program policies and prerequisites.</p> <p>Advise prospective students regarding admissions processes and resources; programs of study; eligibility criteria; registration processes.</p> <p>Coordinate advising efforts with faculty advisors to ensure proper recommendations to students for advising and degree completion.</p> <p>Advise enrolled students regarding course selection, major requirements, developing degree plans, monitoring progress toward degree completion and student progress throughout their academic career.</p> <p>Suggest alternatives based on their expressed interests, career objectives, and their previous academic record.</p> <p>Monitor academic performance of enrolled students and make appropriate recommendations/referrals to academic assistance programs.</p> <p>Advise, counsel, and assist students to complete necessary certification requirements and paperwork to ensure graduation requirements are met.</p> <p>Provide information and clarification regarding University academic policies.</p> <p>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.</p>
Job Function, % Time, Essential	20%, Recruitment & Retention, Essential
Duties Performed	<p>Provide support for recruiting efforts by assisting in the planning process, developing recruitment materials and participating in recruitment events.</p> <p>Participate in programs for targeted recruitment efforts, arranging campus visits of prospective students.</p> <p>Distribute resource materials for recruitment and retention programs.</p> <p>Participate in orientation workshops and presentations.</p>
Job Function, % Time, Essential	10%, Admissions, Essential

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Duties Performed	<p>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.</p> <p>Communicate admissions decision to applicants as required.</p> <p>Interact and communicate with WSU administrative offices including but not limited to Admissions Office, Registrar's Office, Student Accounts, Scholarship Services, and Financial Aid.</p> <p>Make admission recommendations.</p>
Job Function, % Time, Essential	10%, Administration, Essential
Duties Performed	<p>Represent the department at university meetings and activities and relay information to faculty.</p> <p>Assist in developing unit policies and procedures.</p> <p>Maintain and update student files with current course work and grades to ensure deadlines and requirements are met relative to academic progress and graduation.</p> <p>Compile statistical data for surveys and reports as needed and assist with program assessment activities as requested.</p> <p>Assist with the development of standard communication for current students about important policies and deadlines.</p>
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?	No
Does this position supervise the work of others?	No

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Position Qualifications

Required Qualifications	<p>Bachelor's degree and two (2) years of full-time academic advising experience at a college or university or related education/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 experience may be substituted for the educational requirement on a year-for-year basis.</p>
Additional Requirements	<p>Demonstrated excellent verbal/written communication and interpersonal skills.</p> <p>Demonstrated experience with Microsoft Office including Access, Excel, Outlook, PowerPoint, and Word.</p> <p>Demonstrated ability to work effectively and positively in a diverse team environment.</p> <p>Demonstrated computer software skills, including the ability to use office software such as databases, spreadsheets, word processing.</p> <p>Demonstrated ability to prioritize job tasks effectively.</p> <p>Experience conducting presentations.</p> <p>Demonstrated public speaking skills/experience.</p>
Preferred Qualifications	<p>Master's degree in related field.</p> <p>Previous work experience at an institution of higher education.</p> <p>Experience working with diverse faculty, students and staff.</p> <p>Demonstrated ability to exercise professional judgment and leadership, including the ability to work independently.</p> <p>Knowledge of curriculum management practices, processes and policies.</p> <p>Experience working with and maintaining student records</p> <p>Familiarity with Washington State University academic rules and regulations.</p>