

*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 2
Title Code	1485
Function 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.

Job Duties and Responsibilities

Summary of Duties	<p>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.</p> <p>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.</p>
Job Function, % Time, Essential	55%, Advising, Essential
Duties Performed	<p>Provide senior level academic advising to current, prospective, and incoming students.</p> <p>Lead academic advising efforts to ensure consistent processes and procedures</p>

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	<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> <p>Archive and compile information to help advise faculty of 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 senior leadership in the development of resource materials for recruitment and retention.</p> <p>Direct programs for targeted recruitment efforts.</p> <p>Distribute resource materials for recruitment and retention programs.</p> <p>Develop and participate in orientation workshops and presentations.</p>

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Job Function, % Time, Essential	10%, Admissions, Essential
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>Lead staff who initiate, maintain, update and evaluate student files, receive applications and transcripts.</p> <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>Represent the department at university meetings and activities and relay information to faculty.</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

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Supervisory/Lead Responsibilities

Does this position lead the work of others?	Yes
Does this position supervise the work of others?	No

Position Qualifications

Required 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.
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 and a diverse student population.</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> <p>Demonstrated skills in leadership.</p>
Preferred Qualifications	<p>Master's degree in related field.</p> <p>Experience providing student services in a higher education institution.</p> <p>Experience working with diverse faculty, students and staff.</p>

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Understanding of and ability to apply WSU policies and procedures as related to student records and undergraduate program requirements.

Knowledge of curriculum management practices, processes and policies.

Experience working with and maintaining student records

Familiarity with Washington State University academic rules and regulations.