

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 1/1484

Function and General Scope

Positions assigned to this class are primarily responsible for performing duties involved in academic advisement, academic counseling, or closely related activities for prospective and current students within a specified academic department, school, or college or equivalent unit of a college.

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.

Positions may participate in coordinating student advising workshops, arranging for campus visits, recruitment activities, and assist in developing unit procedures/ methodologies.

Classification Requirements (Minimum Qualifications)

Bachelor's degree and two (2) years' experience working with students in an educational setting 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 experience may be substituted for the educational requirement on a year-for-year basis.