

## Sam Houston State University Human Resources

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### Staff Classification Description – Associate Academic Advisor

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**Skill Category:** Technical/Para-Professional

**Position (Employee) Class:** 4N096 (N1)

**Grade:** 14

**Date:** 07/2016

**Department:** Various Departments

**Educational & Experience Requirement:** Bachelor's degree in related field. Three years of experience in Academic Advising or experience in a related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Serves as Associate Academic Advisor to students and helps design programs relevant to students in their academic pursuits.

**Supervision Given & Received:** Receives minimum supervision and may supervise other advisors.

**Primary Responsibilities:** Advises enrolled and prospective students regarding academic programs and curriculum. Maintains student files updated through their academic careers and makes changes to records as necessary. Provides retention advising to students on probation. Assists with resolving academic issues. Assists with coordinating orientation sessions for groups of incoming students. Coordinates recruiting activities. Represents their department at recruiting sessions in high schools, community colleges, hospitals and other employer sponsored education fairs. Provides group presentations about educational opportunities within their department. Analyzes and processes degree plans and degree exceptions. Acts as a liaison among students, faculty, and university constituents. Helps train new advisors and assists faculty advisors. Interprets university policies and procedures and curriculum to students, faculty, and administration. Communicates advising programs and services to students in individual settings or group presentations. Helps prepare reports when needed. Performs other related duties as assigned.

**Other Specifications:** Regular contacts with students, faculty, staff and administrators. This position may be designated as a Campus Security Authority (CSA).

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**