

Sam Houston State University Human Resources

Staff Classification Description – Senior Academic Advisor

Skill Category: Professional
Position (Employee) Class: 3N006 (E1), 3N009 (EA)
Grade: 15
Date: 11/2014

Department: Sam Center

Educational & Experience Requirement: Bachelor's degree in related field. Four years of experience in Academic Advising or 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 Senior Academic Advisor to students and helps to design programs relevant to students in their academic pursuits.

Supervision Given & Received: Works under minimum supervision and may supervise and train advisors and student mentors.

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 services to students on probation. Assists with resolving academic issues. Helps coordinate orientation sessions for groups of incoming new students. Assists with recruiting high school or community college students and give presentations to small or large groups. Analyzes and processes degree plans and degree exceptions. Assists all student populations, regardless of field of study. Acts as a liaison among students, faculty, and university constituents. Serves as a resource for academic advisors and students, working collaboratively with administrators, student workers, and other staff. May be responsible for developing advising upgrades and programs. Trains new advisors. Prepares and disseminates information to a variety of audiences. Evaluates advising services and proposes improvements or changes. Checks transfer students with excessive-hour issues. Reviews seniors' graduation status. Interprets university policies and procedures and curriculum to students, faculty, and administration. Assists with recruitment and retention of undergraduate students for the university. Communicates advising programs and services to students in individual settings or classroom presentations. Helps prepare reports when needed. Performs other related duties as assigned.

Other Specifications: Regular contact with students, faculty, and 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.