

Sam Houston State University Human Resources

Staff Classification Description – Assistant Academic Advisor

Skill Category: Technical/Para-Professional

Position (Employee) Class: 4N098 (N1), 4N089 (NA), 4N075 (NB)

Grade: 12

Date: 09/2015

Department: Sam Center

Educational & Experience Requirement: Bachelor's degree in related field. Two 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 Assistant Academic Advisor to students and helps design programs relevant to students – in their academic pursuits.

Supervision Given & Received: Receives minimum supervision from the Director and Executive Director and may provide supervision to student mentors.

Primary Responsibilities: Advises enrolled and prospective students regarding their academic programs and curriculum. Meets with students of pre-nursing, nursing, and other pre-professional programs. Maintains student files updated throughout their academic careers and makes changes to records. Provides retention advice to students on probation. Assists with resolving academic issues. Assists with coordinating orientation sessions for groups of incoming new students. Assists with recruiting high school or community college students and gives presentations to small or large groups. Analyzes and processes degree plans and degree exceptions. Assists all student populations, regardless of the field of study. Helps with training new advisors. Travels to the campuses of feeder schools or satellite campuses to advise students. Meets with community contacts to promote University programs. Performs other related duties as assigned.

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