JOB DESCRIPTION

Academic Advisor

Definition of Class
This is a professional position in which the incumbent provides academic advising to the students of the University, including those without declared majors. Incumbent frequently exercises discretion and independent judgment and reports to the Assistant Director of the Academic Support Center.

Examples of Work Performed
Develops advising and counseling workshops and materials. Conducts workshops and presentations and engages in professional development opportunities related to advising.

Establishes and maintains records of the activities of the Academic Support Center. Produces detailed reports concerning the individuals that have been advised, their needs, and their progress.

Serves as a resource for faculty and staff in matters related to academic services. Acts as liaison between students, faculty, and professional schools.

Advises students without declared majors about curricular information, course scheduling, major selection, degree requirements, alternative courses of study, and other support centers on campus.

Hosts recruiting events for current and prospective students.

Meets with students who are returning from academic suspension or dismissal, on probations, and others to discuss methods of increasing the likelihood of their success. Conducts sessions in time management, study skills, and other methods that will ensure success.

Refers students to other centers on campus, such as the Counseling Center and Career Services, when necessary.

Establishes contact with advisees; maintains student records; directs the work of student employees; leads presentations and workshops; serves as a resource for faculty and staff in matters related to academic support services, etc.

Maintains current information about admission requirements for undergraduate and graduate programs.

Teaches one course per semester.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Provides support to the Director and Assistant Director in the development and implementation of a comprehensive advising program for students of the University.

2. Advises students on their academic curricula and makes suggestions based on one-on-one interaction with the student.
3. Provides students with information and support related to preparation for undergraduate and graduate programs at the University.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to talk and hear; and use hands to finger, handle, or feel. The incumbent is periodically required to sit. The incumbent is occasionally required to stand; walk; and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:**
  Master Degree from an accredited four-year college or university.

- **Experience:**
  One (1) year of experience related to the above described duties.

- **Licensure:**
  Must possess a valid State of Mississippi driver’s license within first thirty (30) days of employment.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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