JOB DESCRIPTION

Senior Academic Advisor

Definition of Class
This is a professional position in which the incumbent provides academic advising to the students of the University, assists in providing direction to academic advisors, and assists with the coordination of assigned programs. Incumbent frequently exercises discretion and independent judgment and reports to the Assistant Director of the Academic Support Center.

Examples of Work Performed
Maintains accurate and current records related to academic support, office activities, and assigned programs/projects. Prepares various reports and analysis denoting progress, adverse trends, and makes appropriate recommendations.

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

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.

Assists in the coordination of the Academic Support Center recruiting and retention efforts.

Coordinates academic advising efforts during freshman orientation. Creates advising schedule. Trains faculty, staff, and student advisors. Ensures all students are advised during assigned orientation.

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

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, primarily those without declared majors and those in health-related professions.

2. Advises students on their academic curricula and makes suggestions based on one-on-one interaction with the student.

3. Provides guidance and direction to academic advisors.

4. Assists in coordinating assigned programs and/or projects.

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:**
  Two (2) years 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.

- **Substitution Statement:**
  Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**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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