
Auburn University Job Description

Job Title: **Advisor I, Academic**

Job Family: No Family

Job Code: **AA48**

Grade 31: \$31,300 - \$52,100

FLSA status: Exempt

Job Summary

Under immediate supervision, advises students on course selection, requirements for selected areas of concentration, and post-college plans to help meet their educational needs and realize student scholastic goals.

Essential Functions

1. Advises students in matters related to goals, policies, choice of curriculum, course load, study habits, course scheduling, academic action and problem resolution.
2. Interprets University policies, procedures, and curriculum to students, faculty, and staff.
3. Works with others in order to provide students timely information on educational options and University policies.
4. Assists with student orientations.
5. Makes appropriate referrals.
6. Verifies, certifies, and/or completes appropriate student-related forms, and processes.
7. Maintains student and advising records in accordance with State/Federal law and University regulations.
8. May clear students for graduation.
9. Maintains student data security.
10. Utilizes appropriate technology to support effective advising.
11. Actively involved in professional development opportunities at the campus level (at minimum).
12. Develops contacts with departments and faculty.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	Minimum	Focus of Education/Experience
Education	Four-year college degree	General. For positions that require the employee to teach, a Master's degree will be required.
Experience (yrs.)	0	

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge acquired through the course of undergraduate academic endeavors.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 8/10/2017

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