
Auburn University Job Description

Job Title:	Advisor II, Academic	Job Family:	No Family
Job Code:	AA49	Grade 32:	\$35,000 - \$58,400
FLSA status:	Exempt		

Job Summary

Under general supervision, advises students on course selection, requirements for selected area of concentration, and post-college plans to help meet educational needs and realize student scholastic goals. Develops and oversees advising functions, applies in-depth and comprehensive knowledge, and may serve as mentor/trainer of new Advisors and support staff.

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.
12. Develops contacts with departments and faculty.
13. Participates in professional development program at the Regional or National level, or demonstrates leadership at the campus level.
14. Facilitates college- and/or university-level advising projects.
15. Represents the academic unit through participation on University committees, caucus leadership, and/or teaching courses.

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 position 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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	General. For positions that require the employee to teach, a Master's degree will be required.
Experience (yrs)	3	Experience in advising of which 2 years includes full-time primary duties of advising in higher ed.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, a related and relevant graduate degree may substitute for two (2) year's experience.

Minimum Required Knowledge:

In-depth and comprehensive knowledge of advising policies, practices, and procedures at the post-secondary level.

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
