
Auburn University Job Description

Job Title:	Advisor III, Academic	Job Family:	No Family
Job Code:	AA50	Grade 33:	\$39,300 - \$65,500
FLSA status:	Exempt		

Job Summary

Under minimal supervision, advises students on course selections, requirements for selected areas of concentration and post-college plans to help meet their educational needs and realize their scholastic goals. Oversees consistent application of advising policies and procedures. Conducts comprehensive academic, career, and other student support services. Applies in-depth and comprehensive knowledge in the resolution of complex situations. Acts as a mentor and trainer to other Academic Advisors. Serves as a team leader and may supervise other Advisors in the absence of or at the request of the direct supervisor, but serves as an actual Advisor the majority of the time.

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.
 16. Develops goals and objectives for improvement of the advising unit in conjunction with direct supervisor; implements the plans for improvement of advising functions and models within the college.
 17. Provides leadership for campus-wide advising projects.
 18. Networks with other departments and/or colleges and the Office of the Director of Advising to ensure a coordinated approach to advising and retention.
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Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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.

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)	5	Experience in advising of which 4 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) years 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

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