Academic Advisor II

Position Summary: The Health, Physical Education, and Recreation Department (HPER) is seeking to hire a qualified and motivated individual to provide academic advising to undergraduate majors, minors, pre-majors, and students exploring degrees and emphases in their department. The advisor will also help build a positive culture around the academic programs, including engagement through student activities and opportunities. The advisor in this 12-month position can expect to spend about 85% of their time advising students, 10% giving input to and involvement in departmental administrative decisions (awards, scholarships, curriculum, course scheduling, student issues, etc.) and 5% on professional development and service to the advising system on campus.

Responsibilities: Essential Functions/Responsibilities

- Assist students in the process of developing a relevant and accurate academic plan utilizing a variety of delivery methods including face-to-face, phone, email and group appointments.
- Promote student learning, development and personal growth to encourage self-sufficiency on an on-going basis, as they establish and evaluate their educational, career and life goals.
- Maintain and update student files and track student progress utilizing electronic systems.
- Proactively identify academically at-risk students and connect those students with appropriate resources to facilitate student success.
- Develop tools and processes to assist students in deciding on a major utilizing resources on campus such as DegreeWorks and Career Service options.
- Maintain current informational materials for inquiring students and open house recruitment visits.
- Recommend students for departmental awards and scholarships as requested by the scholarship and awards committee.
- Train and mentor student peer advisors.
- Become familiar with students and assist them in the development of their educational goals, including academic planning, meeting major, minor graduation requirements, and exploring the possibility of graduate school.
- Help students to understand the expected standards of achievement and likelihood of success in areas of study as well as provide them information about alternatives, limitations, and possible consequences of academic decisions.
• Stay current on available campus resources. Raise awareness of resources and refer students as appropriate to meet their individual needs.
• Assist with student recruiting on and off campus.
• Work closely with the department to recruit and retain high quality students.
• Serve on university committees as assigned.
• Approve graduation applications.
• Participate in professional development activities on campus.
• Participate in assessment activities related to advising effectiveness.
• Assist in other advising areas as needed.

Minimum Qualifications:
• A bachelor’s degree in human development, psychology, counseling, human resources, sociology or other related field.
• A minimum of 3 years experience in advising or a student services related area.
• Ability to communicate well verbally and in writing.
• Ability to work under pressure and in high stress situations and maintain professionalism.
• Knowledge of student development as it relates to student retention and academic success.
• Ability to work independently and in a team setting with a commitment to creating a collaborative environment.
• Excellent computer literacy skills, such as Microsoft Office.
• Understanding of or ability to learn University IT systems, including DegreeWorks, Banner, and Appointment Manager.
• Ability to maintain a high degree of confidentiality, sensitivity, and discretion and abide by all FERPA laws.
• Ability to serve individuals with diverse personalities through the use of effective interpersonal and communication skills using various communication media.

Preferred Qualifications:
• Master’s degree in a related field.
• Counseling experience.
• Knowledge of advising theory.
• Broad knowledge of USU academic programs, general education requirements, graduation requirements and student services.
Disclaimer

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities, and qualifications required of employees assigned to this position.