

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: ACADEMIC ADVISOR

Reports To: Designated Supervisor

UW Job Code: 3945

UW Job Family: 35 - Student Service Management Support

SOC Code: 21-1012

FLSA: Non-exempt

Pay Grade: 17

Date: 7-2-13

JOB PURPOSE:

Assist in the planning, implementation, and evaluation of career and/or academic advising functions for University of Wyoming students. Helping to increase retention and graduation, this job interviews and advises students regarding information, procedures and academic requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide customer service to students and parents, as directed.
- Advise prospective and declared students to help identify academic interests and choose appropriate programs and coursework; conduct follow-up sessions, provide academic success and professional preparation resources.
- Assist in organization and implementation of recruitment/retention strategies, including attendance at college fairs, campus visits, workshops, orientations; help prepare recruitment publications and correspond with prospective students.
- Provide data collection, program statistics, prepare reports and maintain program files.
- Interpret and explain University policies and procedures related to academic and/or career processes.
- Responsible for review and approval of student forms; evaluate transcripts and perform degree checks, as directed.
- Prepare student advising materials such as advising guides and recruitment materials. May also keep web-based student information and social media interactions up to date.
- Assist with the development and administration of program activities, goals and objectives; act as liaison, as directed, within assigned program. Assist with special projects, reports, planning cycle preparations and related activities, programs, and committees.

- Assist students with admissions and registration; guide in course selection in keeping with the student's interests, values and abilities.
- Assist in planning, coordinating and evaluating cultural, developmental, social and recreational programs; may participate in presentation of activities/events.

SUPPLEMENTAL FUNCTIONS:

- Some positions may keep up to date on University and College policies and regulations pertaining to degree requirements.
- Perform other duties and assist with special projects, as directed.
- Serve on committees, as directed.

COMPETENCIES:

- Consistency
- Influence
- Service Orientation
- Quality Orientation
- Quantity of Work

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **Some University, or college/departmental experience is preferred**

Required licensure, certification, registration, or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- University curriculum and academic policies and procedures related to academic processes within assigned department.
- Academic and career advisement procedures.
- Academic standards governing probation, suspension, and/or expulsion.
- Various sources and procedures for obtaining student financial aid.
- University programs of study, services and resources.
- Applicable University student forms.
- Computerized information systems used in career and education advising applications.
- Problem solving and academic performance improvement techniques and processes.
- Assessment tools.
- Admissions standards.
- Applicable computer formats, systems, and software in use in area of specialty.
- Website development and maintenance.

- Student recruitment and retention issues.

Skills and Abilities to:

- Ability to interview and advise students.
- Manage time and establish priorities.
- Evaluate and analyze program-related information.
- Analyze course prerequisites, certification, and/or curriculum/graduation requirements.
- Investigate and analyze information and ability to draw conclusions.
- Develop, plan, and implement short- and long-range goals.
- Work effectively with a variety of populations in a diverse community.
- Communicate effectively, both orally and in writing.
- Create, compose, and edit written materials.
- Maintain concise and thorough records.
- Maintain confidentiality.
- Develop and deliver presentations.
- Analyze and solve problems.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.