MAJOR PURPOSE:
The Academic Advising Counselor is responsible to provide advising in a manner that supports and encourages students to make informed academic decisions and development of successful academic and life skills. Provides support to students during the registration process; explores various major and career options and works to improve the academic performance of University students.

PERFORMANCE MEASUREMENTS

1. Advises students regarding academic requirements toward graduation and selection of courses.
2. Conducts initial group orientation appointments with new students each academic year.
3. Analyze student records in preparation for appointments.
4. Receive and provide referrals to and from faculty and other University offices for students' major considerations, academic issues, financial assistance, or personal concerns.
5. Disseminate information on institutional policies and procedures.
6. Understand the institution’s interpretation of Family Educational Rights and Privacy Act (FERPA) rules for the release of student information to faculty, parents, and students.
7. Serve as an academic advisor to undeclared majors and to students changing majors.
8. Provide advising for students in academic difficulty or in special academic situations such as academic probation, provisional admission status, etc.
9. Maintain and update advisee records through regular review of academic files.
10. Understand and interpret the requirements and academic options in for graduation in relation to all areas and departments of the University.
11. Advise students about the development of educational plan options and resources available.
12. Work closely with other advisors, faculty, and staff in understanding, preparing, and providing advising sessions for individuals and groups of students.
13. Participate in office staff development, workshops, programs, and administrative functions; attends meetings.
14. Performs other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:

- Bachelor Degree and two years experience working with college students or adolescents in an academic counseling capacity. Preferred: Graduate Degree and directly related academic advising and teaching experience in a college or university setting.
SKILLS/ABILITIES:

- Knowledge of University policies and procedures, academic requirements, campus resources, student life, and support services.
- Excellent interpersonal and communication skills; teaching or public speaking experience preferred.
- Ability to build good rapport with a variety of constituents.
- Attention to detail and successful organizational skills.
- Problem solving skills, dependable, cooperative, multi-tasking, responsible, and patient.
- Computer proficiency and student integrated management system experience preferred.
- Ability to encourage and empower students to make their own decisions.
- Ability to maintain confidentiality.
- Ability to work a flexible schedule—occasional weekends and evenings required.
- Sensitivity to the needs of a diverse student population, including minority and international students.

WORKING ENVIRONMENT:
The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservations the William Jessup University doctrinal statement of personal Christian faith.

WORKING CONDITIONS:
The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

____________________________________ _____________________________
Employee Signature     Date