MAJOR PURPOSE
Under general direction of the Registrar, the Academic Advisor is responsible to provide advising in a manner that supports and encourages students to make informed academic decisions and to develop 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 about academic requirements toward graduation and selection of courses.
2. Analyzes student records in preparation for appointments with students.
3. Disseminate information on institutional policies and procedures.
4. 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.
5. Serve as an academic advisor to freshmen students and first year transfer students.
6. Advise students about the development of educational plan options and resources available.
7. Provide advising for students in academic difficulty or in special academic situations such as academic probation, provisional admission status, etc.
8. Maintain and update student academic records.
10. Create and maintain database of newly accepted and confirmed students for each semester.
11. Oversee the process of transcript evaluations for accuracy.
12. Performs other duties as assigned.

QUALIFICATIONS

Education/Experience

- Required: Bachelor Degree and two years of experience working with college students or adolescents in an academic counseling capacity. Experience with student information systems desired.
- 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. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS:
The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

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, crouch 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 50 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 are 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 to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

__________________________  ____________________________
Employee Signature          Date