



Job Description

Position Title	Academic Advisor
Department	Office of Academic Performance
Reporting To	Head of Academic Performance
Date	February, 2018
Type of Position	Full Time

POSITION DESCRIPTION

Academic advising is the process through which Habib University provides the necessary resources for students to make good choices. The primary purpose of academic advising is to assist students as they develop meaningful educational plans compatible with their life goals. The role of the Academic Advisors is to engage the student in integrated advising (prescriptive, developmental, and appreciate). Although the curriculum is well defined, there will be opportunities, both within and beyond curricular constraints, for students to participate in courses and activities that support their academic and personal development. They will ensure that the student is on the right trajectory towards completion.

DUTIES AND RESPONSIBILITIES

- ✓ Advising students individually and/or with groups regarding academic core and/or departmental requirements, appropriate class selection, academic policies and procedures, and campus resources.
- ✓ Helping students with:
 - Defining academic, career and life goals;
 - Evaluating progress toward goals;
 - Understanding curricular requirements, providing guidance during course selection, and helping them identify other meaningful educational experiences;
 - Determining whether or not they need assistance with study skills (time management, organizing course information, stress management, etc.), and, if necessary, referring them to institutional learning support services;
 - Monitoring their progress as they move through the undergraduate program
 - Understanding information about degree requirements, policies, and procedures;
 - Performing and interpreting degree audits;
 - Developing Individual Learning Plans and revise them each semester.
- ✓ Maintaining student files and records, documenting all pertinent student information, updating computerized information systems as needed; checking various forms for accuracy such as grade checks, overload petitions, curriculum changes, studying abroad applications; tracking retention, recommending add/drops, conducting degree audits, maintaining advising statistics, working schedule, and other documents up to date.
- ✓ Developing and Teaching University 101, Academic Success, Workshops, Seminars, and other online modules as necessary;
- ✓ Protecting and securing the integrity of the La Verne degree by enforcing all university and departmental policies and requirements
- ✓ Assisting with the day-to-day operations of the Office of Academic Performance;
- ✓ Assisting in maintaining student data for specific populations (First Year, Academic Standing, etc.);
- ✓ Assisting with the development of advising materials;
- ✓ Coordinating and Implementing Class Experience;
- ✓ Assisting in the hiring, training, and supervision of support staff relating to this position and its respective functions;
- ✓ Engaging in professional development activities, including but not limited to, memberships in professional organizations; attendance at conferences, workshops, division, and department training sessions; stay current with information technology skills
- ✓ Other duties as assigned.

REQUIRED JOB SPECIFICATIONS

Required Qualification	<ul style="list-style-type: none"> ✓ Bachelor's degree in Education, Counseling, or related academic field required. ✓ Master's degree in a related field preferred.
Required Experience	<ul style="list-style-type: none"> ✓ 1-year experience working in an office setting ✓ 1-year experience working with students

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
<i>S#</i>	<i>Competency</i>	<i>Criticality</i>
1.	Be able to manage stress well and be flexible in a changing, fast-paced environment.	High
2.	Teaching skills or excellent skills in public speaking	High
3.	Effective communication skills particularly with diverse populations. Ability to build good rapport with a variety of constituents	High
4.	Coordination, planning and organizational skills	Medium
5.	Good attention to details	Medium
6.	Flexible, patient, creative	Medium
7.	Microsoft Office Suite	Medium