Nature of Work

The Academic Advisor 1 job is the first of a two level series that describes the work done by incumbents performing academic advising duties of students. The job can only be used by colleges/departments which are directly involved in a counseling program/service linked to a formal academic curriculum.

The job is distinguished from Counselor in that the Advisor does not perform the full range of counseling functions such as career, vocational and personal counseling.

The job is distinguished from Advisor 2 in that duties and responsibilities do not require coordination/management of a major student services program/service area. In addition, the incumbent has a limited role in handling complex cases.

Examples of Work

(These examples are intended to illustrate the various types of work performed by employees with this title. All of the work performed by incumbents with this title may not be listed, nor are all of the examples listed performed by every incumbent.)

Provides individual academic counseling to students which include the following:

- Discussions about curriculum and course requirements
- Graduation requirements
- Scholastic requirements
- Academic problems

May provide certification of degree candidates each semester for the Office of Records and Registration.

Provides assistance in planning and participating in registration, pre-registration, and other special programs including student orientation.

Minimum Qualification Requirements

Bachelor's degree.

5/1/2003