



# The University of Texas at San Antonio™

## Job Description

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<b>Job Title:</b>	Academic Advisor IV	<b>Job Family:</b>	Student Services
<b>Type:</b>	Exempt	<b>Job Code:</b>	13084
<b>Department:</b>	Job available in different departments/colleges	<b>Salary Grade:</b>	61
<b>Reports to:</b>	In accordance with specific departmental policies	<b>Created/Revised:</b>	7/11/2022
<b>Work Modality:</b>	On-Campus		

This position is part of a market adjustment implemented in Spring 2022. New hire salary offers should at least be at the minimum salary established for this position based on the market adjustment. Please contact Compensation at [compensation@utsa.edu](mailto:compensation@utsa.edu) with any questions.

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### Job Summary

To assist with the administration, coordination and supervision of an advising unit, including direct supervision of staff when requested by the center supervisor. Administration and coordination of programs includes development and implementation, management of publicity and data collection/interpretation, preparation of reports, and meeting program objectives; and/or management of more complex academic advising activities. Responsible for working collaboratively across constituencies to develop and implement practical solutions to complex problems; training and supervising advising staff when requested; assisting with implementation and assessment of efficient operations; understanding and communicating the needs of specific populations of students to administrators; implementing and interpreting institutional rules to students; and facilitating the exchange of academic advising information to all concerned parties.

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### Core Responsibilities

Typical:

- Assist and support the director in organization, delivery, and assessment of academic advising services and/or supervises advising staff in the absence of or at the request of the direct supervisor.
- Interact with and perform various outreach functions with groups, including students, faculty, staff, administrators, community members, and parents.
- Administer academic advisor's file reviews; prepare advisors' performance reviews; recommend/encourage professional development of advisors; and develop, coordinate, and implement in-house training programs.
- Explore new models for effective and efficient delivery of academic advising.
- Prepare required reports, budget plans and other information needed by the supervisor. Conduct advisor file audits.
- Develop and implement graduation/retention project(s) as assigned that benefit the college advising center.
- Perform additional duties as assigned.

Periodic:

- Participate in professional conferences and individual professional development.
  - Serve on committees relevant to the mission of the unit.
  - Represent the unit in community events that may occur outside of normal work hours.
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## **Minimum Requirements**

### **Education/Certifications**

- Master's Degree from an accredited institution.
- At the department's discretion: a Bachelor's degree and eight years of academic advising or related experience may substitute for the Master's degree.

### **Experience**

- Four years of direct academic advising experience in a higher education environment.
- Experience implementing, monitoring, and assessing student development programs/projects.
- One year of supervisory experience.

### **Preferred Experience**

- Experience working with student caseloads.
  - UTSA academic advising experience.
  - Two years of supervisory experience in a higher education environment.
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## **Knowledge Skills & Abilities**

- Ability to work with sensitive information and to maintain the highest level of confidentiality.
  - Experience with a student information system.
  - Experience as a proactive self-starter.
  - Experience compiling data and reports.
  - Excellent organizational skills.
  - Excellent written and verbal communication skills.
  - Demonstrated ability to work independently and as part of a team.
  - Knowledge of university policies and procedures.
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## **Core Competencies**

Individual Contributor:

Customer Focus, Dealing with Ambiguity, Functional and Technical Skills, Action Oriented, Self-Development

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## **Working Conditions**

### **Working Environment:**

- Normal office environment.
  - May be asked to work extended hours within a varying schedule, which may include weekends and evenings.
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- Occasional travel to professional meetings and conferences

**Physical Demands:**

- Sedentary work; sitting most of the time. Jobs are sedentary, if walking and standing are required, only occasionally.
- Exerts up to 10 lbs. of force occasional