



The University of Texas at San Antonio™

Job Description

Job Title:	Academic Advisor III	Job Family:	Student Services
Type:	Exempt	Job Code:	13085
Department:	Job available in different departments/colleges	Salary Grade:	60
Reports to:	In accordance with specific departmental policies	Created/Revised:	7/11/2022
Work Modality:	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 with any questions.

Job Summary

To assist with the coordination and occasional supervision of an advising unit, including oversight of assigned staff when requested by the center supervisor; program implementation; handle publicity, data collection, preparation of reports and meeting program objectives; and/or to manage more complex academic advising activities. Responsible for working collaboratively across constituencies to develop and implement practical solutions to complex problems; for training and oversight of advising staff when requested; for 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, facilitating the exchange of academic advising information to all concerned parties.

Core Responsibilities

Typical:

1. Assist and support the director in organization, delivery, and assessment of academic advising services and/or supervise assigned advising staff in the absence of or at the request of the direct supervisor.
2. Interact with and perform various outreach functions with groups, including students, faculty, staff, administrators, community members, and parents.
3. Assist in the administration of academic advisors file reviews; preparation of advisors' performance reviews; encouragement of professional development of advisors; and the development, coordination, and implementation of in-house training programs.
4. Explore new models for effective and efficient delivery of academic advising.
5. Prepare required reports, budget plans and other information needed by the supervisor.
6. Perform additional duties as assigned.

Periodic:

1. Participate in professional conferences and individual professional development.
2. Serve on committees relevant to the mission of the unit.

3. 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 six years of academic advising or related experience may substitute for the Master's Degree.

Experience

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

Preferred Experience

- One year of supervisory experience in a higher education environment.
 - UTSA academic advising experience.
 - Experience working with student caseloads.
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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.
 - Ability to be a proactive self-starter.
 - Excellent organizational skills.
 - Excellent written and verbal communication skills.
 - Demonstrated ability to work independently and 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

Working Conditions

Working Environment:

- Normal office environment.
- May be asked to work extended hours within a varying schedule, which may include weekends and evenings.
- 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.
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- Exerts up to 10 lbs. of force occasional