



The University of Texas at San Antonio™

Job Description

Job Title:	Academic Advisor II	Job Family:	Student Services
Type:	Exempt	Job Code:	13086
Department:	Job available in different departments/divisions	Salary Grade:	59
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 participate in the planning and delivery of an academic advising program/service and to create or promote new initiatives in academic advising. Responsible for understanding and communicating the needs of specific populations of students to administrators; interpreting, formulating, and evaluating institutional rules to students; and for facilitating the exchange of academic advising information by participating in the delivery of academic advising services to students. Cooperate with faculty members in providing for academic advising needs of individuals or groups of students.

Core Responsibilities

Typical:

1. Plan, develop, and coordinate on-going projects that significantly and positively impact either the operations of the academic advising center or a specific student population served by the advising center. Represent the academic unit in meetings with students, parents, faculty, other campus advising units, and administrators.
2. Advise students individually and/or within groups in person, telephone, and e-mail regarding core, major, support work, graduation, and university requirements; provide students with information focused on meeting developmental academic needs, including transition to the college environment, exploration of various major fields of study, and career options; keep accurate records of student advising contacts and progress toward a degree.
3. Process degree plans, register students, verify requirements using student system, conduct orientations, and monitor students for THEA compliance.
4. Prepare required reports, budget plans, and other information accurately for the unit.
5. Information resource for incoming and current Academic Advisor I's, administrative staff, interns, and provides advice to other offices in the use of Banner; and work closely with other academic advisors to provide timely information on course/degree options and University policies.
6. Perform additional duties as assigned.

Periodic:

1. Develop and implement departmental projects.
 2. Assist with recruitment and training of Academic Advisor I positions.
 3. Assist in registration, verify student prerequisite requirements, and implement 2+2 plan updates on UTSA collaborative agreements with community colleges.
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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 four years of academic advising or related experience may substitute for the Master's Degree.

Experience

- Two years of direct academic advising experience in a higher education environment.

Preferred Experience

- Experience working with student caseloads
 - UTSA academic advising experience
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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.
 - Knowledge of university policies and procedures.
 - Excellent written and verbal communication skills.
 - Demonstrated ability to work as part of a team.
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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