



The University of Texas at San Antonio™

Job Description

Job Title:	Academic Advisor I	Job Family:	Student Services
Type:	Exempt	Job Code:	13087
Department:	Job available in different departments/divisions	Salary Grade:	58
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 academic advising and counseling services and programs that promote comprehensive educational opportunities for all students. Cooperate with faculty members in providing for academic advising needs of individuals or groups of students. Responsible for understanding and interpreting the requirements and academic options in specific assigned areas and for knowing basic information about other academic areas to facilitate the student's pursuit of fields of interest.

Core Responsibilities

- Provides timely information and advice to students (individually and groups) regarding the development of educational course/degree plan options, the resources available, and university policies.
- Organize and assist in departmental projects, providing audits for graduating seniors, and submitting substitutions to the Dean for approval.
- May be required to train students or staff involved in academic advising.
- Perform additional duties as assigned.

Minimum Requirements

Education/Certifications

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

Experience

- One year of experience working with students in a higher education environment.

Preferred Experience

- Two years' experience working with students in a higher education environment.
- Experience working with student caseloads.

Knowledge Skills & Abilities

- Knowledge of university policies and procedures.
- Excellent written and verbal communication skills.
- Demonstrated ability to work as part of a team

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.
- Exerts up to 10 lbs. of force occasional