

University of Houston – Clear Lake

Position Description

Job Title: **Academic Advisor**

Job Code: **3110**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Education, Student Development, Counseling or related field.	Master's degree in one of the designated fields.
Experience	One year recent higher education or student related work experience.	Recent experience in academic advising, counseling experience at the college level and/or public school teaching experience.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

In cooperation with the Coordinator of Academic Advising, the Academic Advisor provides academic advising to graduate and undergraduate students in the School of Education. The Academic Advisor also develops degree/certification plans, provides pre-admission advising, conducts group advising sessions and provides advising for registration. The Academic Advisor participates in the development and implementation of the School of Education marketing plan and recruitment efforts.

Duties and responsibilities	% Time
Advise students.	70
Attend meetings. Prepare written reports and correspondence. Assist in the coordination of and participate in recruitment activities. Design and coordinate the publication of marketing materials.	20
Draft degree/certification plans.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.