

JOB INFORMATION

Effective Date	2/2/2022
Job Code:	3110
Job Title:	Academic Advisor
Salary Grade/Structure:	020 - Admin-Professional
Career Level Name:	P1 - Entry Professional
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Academic Affairs
Job Family:	Academic Advising
Job Summary	The Academic Advisor serves as a primary front line advisor to students in the college, managing a defined case load of student. Evaluates student academic history and creates accurate degree plans that lead to timely graduation. Provides academic advising support to students from admissions to graduation.

COMPETENCIES

Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree		Required	
Master's Degree		Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	No experience required.		
Some	One year experience of directly academically advising students. Engaged in professional academic advising professional organizations. Public school teaching experience.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of various approaches in academic advising.	Basic
• Knowledge of principles and processes for providing customers and personal services.	Skilled
• Skills in verbal and written communication.	Proficient
• Skills in Microsoft Office.	Proficient
• Skills in critical thinking and listening.	Skilled
• Ability to organize and prioritize work and handle numerous tasks with frequent interruptions with a strong attention to detail.	Proficient
• Ability to assimilate large amounts of information and recall that information.	Proficient
• Ability to understand and interpret policies and procedures.	Skilled

JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

Essential Functions

Essential Function	% TIME
• Advises prospective and current students on academic requirements, course selection, University policies and procedures.	50%
• Analyze and process degree plans, petitions, graduation applications and other academic processes needed.	25%
• Leverage the available technology to manage and monitor assigned student caseload.	5%
• Advises students who are not in good standing. Including providing retention services for students on probation, analyzing and processing requests for readmission from academic suspension and financial aid appeals.	5%
• Supports orientation programming and prospective students events as needed.	5%
• Makes student referrals to and seeks shared input from other relevant UHCL resources.	5%
• Additional duties/responsibilities as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description
5%	