

## Academic Advisor

<b>POSITION:</b>	Academic Advisor
<b>SUPERVISOR:</b>	Dean of Academic Engagement
<b>DEPARTMENT:</b>	Academic Advising / Student Success Services
<b>LOCATION:</b>	On-campus, located in Tiffin, OH
<b>JOB TYPE:</b>	Full-time
<b>GRANT-FUNDED:</b>	No
<b>SOC Code:</b>	21-1012

### General Job Description for Academic Advisor:

The Academic Advisor serves as an academic advisor and advocate for new and continuing students. The Academic Advisor assists students with course scheduling, teaching them the skills they need to successfully complete their curriculum in four years, and developing the tools they need for academic planning and course registration beyond their first year. Furthermore, the Academic Advisor serves as the primary intervention staff member for any student demonstrating risk factors, which are presented in the campus early-alert system and daily attendance reporting.

### Key Responsibilities for Academic Advisor:

- Schedule all new (first-year, transfer, and international students) and continuing students
- Utilize data to assist in advising outreach.
- Meet with each student, at a minimum, once a semester to advise on curriculum planning, course selection, registration process, and guidance to graduation (long-term curriculum mapping).
- Ensure assigned students register for classes in a timely manner and for a full course load.
- Discuss and establish students' academic, personal, and professional goals during advising appointments, while also developing an academic pathway plan.
- Assist students in completing the process to drop/add course(s), change program/major, and other course permission requests.
- Assist students with schedule adjustments as a result of: canceled classes, missing prerequisites, and/or an F, D, WD, WF, and/or placement on Academic Probation.
- Outreach to at-risk students regarding academic support and student support services.
- Identify and intervene, using the early-alert system, students who demonstrate the following characteristics:
  - Significant gap in credit hours earned versus attempted.
  - Course attendance or performance.
  - Low retention and/or academic success probability score as determined by predictive analytics.
- Provide support and assistance with the planning and implementation of First-Year Experience functions as needed.
- Opportunity to teach the DEC100 Engage course.
- Provide backup assistance and support to the Murphy Academic Support Center.
- Other duties as assigned.



## Qualifications for the Academic Advisor:

### *Education:*

- Bachelor's degree required.
- Master's degree preferred

### *Experience:*

- Previous experience in Higher Education curriculum or academic advising
- Must demonstrate ability to work with faculty and/or students in group and one-on-one situations
- Demonstrated ability to handle multiple tasks and work in an environment with continuous interruptions.
- Strong problem-solving skills
- Maintain a current understanding of the requirements for FERPA, Financial Aid, and Disability Services in a university setting
- An understanding of and commitment to *Tiffin University's Vision, Mission, and Values.*

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