

**Descriptive Title:** Undergraduate College Advisor

**Budget Title:** Academic Advisement Assistant

**State Professional Position**

**Department:** Undergraduate Academic Affairs

**Grade:** SL-2

**Required Qualifications:** Bachelor's Degree. One year experience in a college or university setting in one or more of the following areas: academic advising, counseling, teaching, student programming/activities, orientation, student services, or enrollment/retention issues. Strong communication skills.

**Preferred Qualifications:** Master's degree in higher education, student affairs, social work, counseling or a related discipline. Academic advising and/or orientation/registration experience. Experience coordinating programs and events. Experience teaching first-year seminar or student development related classes.

**Brief Description of Duties:** The Undergraduate College Advisor provides academic advising to approximately 400 students in the assigned Undergraduate College. The UC Advisor teaches the first year seminar course and supports students in promoting their academic success. The Undergraduate College Advisor is an active participant in developing the Undergraduate College program, including assisting with the orientation and registration process, planning activities and events throughout the year, and building connections with faculty, staff, and student constituents involved in the program. The Undergraduate College Advisor provides a significant link to first-year experience and serves to strengthen student satisfaction and retention.

- Provide high quality, pro-active academic advising to 400 freshmen in the assigned Undergraduate College. Such advising will occur in individual and group settings on an ongoing basis throughout the freshman year, and will include regular communication about courses, majors, degree requirements, and policies and procedures. Monitor course enrollment and academic progress. Provide active follow-up to freshman on academic action or those considered at risk. Serve as a general walk-in academic advisor for all undergraduate colleges as needed.
- Provide instruction for four sections, with 25 students in each, of FYS 101 (fall semester). Serve as a communication source and liaison with the first-year seminar instructors in the assigned Undergraduate College. Contribute to the development of texts, publications, and resource materials for the first-year seminar class.
- Participate in planning and development team meetings, training, events, and activities in the assigned Undergraduate College in conjunction with the faculty members, academic advisors, campus residences staff, commuter student services office and other constituents. Develop and coordinate events that build community and support academic success.
- Coordinate the registration of new freshman in the assigned Undergraduate College. Collaborate with the Registrar, Orientation Office, and all specialized advising programs in registering new students in the Undergraduate Colleges. Participate in the planning of new student orientation and opening weekend programs including the development planning and implementation of Undergraduate College activities.
- Other duties as assigned, including participation in various programs such as training/staff development, campus events and University-wide committees.