

Advisor I/II/III, Academic
Auburn University

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Posted Jan. 7, 2021, set to expire May 22, 2021

Job Title	Advisor I/II/III, Academic
Department	Engineering Administration
Institution	Auburn University Auburn, Alabama
Date Posted	Jan. 7, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Student Services
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Job Description

Job Summary

Under close supervision, advises students on course selection, requirements for selected area of concentration, and post-college plans to help meet educational needs and realize student scholastic goals. This position typically demonstrates proficient and comprehensive knowledge of defined skills areas and applications. Develops and oversees advising functions, applies specialized knowledge, and may serve as mentor/trainer of new Advisors and support staff.

Essential Functions

Advises students in matters related to goals, policies, choice of curriculum, course load, study habits, course scheduling, academic action and problem resolution. Verifies, certifies, and/or completes appropriate student-related forms, and processes. Interprets University policies, procedures, and curriculum to students, faculty, and staff. Maintains student and advising records in accordance with State/Federal law and University regulations. Develops contacts with departments and faculty. Develops and oversees new advising projects for the college. Represents the academic unit through

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participation on university committees, caucus leadership, and/or teaching courses. Participates in University-provided professional development program for developing experienced Advisors. Works with other Advisors in order to provide timely information on educational options and University policies. Actively involved in professional development opportunities at the campus level (at minimum). Assists with student orientations. May clear students for graduation.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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