

**JOB INFORMATION**

Effective Date	6/10/2022
Job Code:	3125
Job Title:	Sr. Academic Advisor
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	P3 - Senior Professional
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Academic Affairs
Job Family:	Academic Advising
Job Summary	The Senior Academic Advisor is responsible for advising and managing a caseload of students in each college. Evaluates student academic history and creates accurate degree plans that lead to timely graduation. Provides academic advising support to students from admissions to graduation. May supervise non-professional office staff.

**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	
Some	At least three years of academic advising experience in a higher education setting.	Required	
Considerable	Engagement in professional academic advising professional organizations.	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.	Skilled
• Knowledge of principles and processes for providing customer and personal services.	Skilled
• Strong verbal and written communication skills as well as strong critical thinking and listening skills.	Proficient
• Ability to organize and prioritize work and handle numerous tasks with frequent interruptions with a strong attention to detail.	Proficient
• Strong Microsoft Office skills.	Skilled
• Ability to assimilate large amounts of information, recall that information as well as the 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, and University policies and procedures.	45%
• Analyzes and processes degree plans, petitions, graduation applications and other academic processes.	20%
• Coordinate the available technology at the school level 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%
• Independently coordinate and manage one or more programs or processes related to academic advising at the college or departmental level as assigned.	5%
• Consults with college administration and faculty about changes in Graduate program requirements and contributes to conversations about Graduate program development and growth.	5%
• Performs all other duties as assigned.	5%

## PRE-EMPLOYMENT

MVR:	No
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%	