

Job Code:.... 101591
Position # (PSA) . (E)
Developed by: DL
Reviewed by: DL, LK
Approved by.... LK
Date: 01/2023

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Senior Academic Advisor
DIVISION: Academic Affairs (UCAS or Degree Granting College)
REPORTS TO: Assistant Dean, UCAS or Degree Granting College (DGC)
GRADE: 11
SUPERVISES: Support staff as assigned; student workers, advising interns

BASIC FUNCTION:

Oversee a project-based area that supports the college (UCAS or DGC) and student success. Provide academic advising for undergraduates in a Degree Granting College, or University College for Academic Success (UCAS), helping students who are matriculating as well as those who need alternative degree pathways. Assigned to a designated academic major or majors, provide individual and group advising to facilitate the transition to college and progression to graduation in a timely manner. As assigned, collaborate with faculty in the degree-granting colleges to assist with students' progress to degree, curriculum materials, and all advising issues to best meet student needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversee a project-based area that supports the college and student success.

Provide prescriptive and development advising and monitoring of progress, ensuring progress toward graduation in a timely fashion.

Utilize necessary technology systems to evaluate student records and record advisement notes and forms.

Make necessary referrals to support areas on campus to foster student success. Initiate student contact, providing intrusive advising outreach whenever possible.

Collaborate with and support other advisors in UCAS, Academic Colleges and across areas.

Participate in academic reviews in UCAS or Academic Colleges as required.

Assist in planning and executing academic major/minor programs as required.

Advise in orientation sessions and special advising days for new and transfer students.

Support student needs in the summer and during breaks throughout the calendar year.

Assist students exploring and changing majors.

Work closely with faculty, experiential/internship and career advisors to provide up-to-date information related to internship, major and career choices.

For Degree Granting College advisors, support students in degree audits needed to apply for graduation.

OTHER DUTIES AND RESPONSIBILITIES:

Perform related duties as assigned.

LICENSES, TOOLS, AND EQUIPMENT:

Computers, printers; database management and spreadsheet software; student record-keeping systems.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree with a minimum of two years' experience in academic advising, or Bachelor's degree with a minimum of five years' experience in academic advising; Minimum of five years' experience advising at the University of Rhode Island; Demonstrated experience working with current or aspiring college students; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work with diverse groups/populations; and, Demonstrated experience and dedication to integrating issues of inclusion, equity and social justice in your work.

PREFERRED: Master's degree in college student personnel in higher education and counseling, or in a comparable program; Demonstrated ability to utilize current social media applications, Brightspace (or similar platform), on-line advising, presentation technology and student records systems (i.e., PeopleSoft.); Demonstrated experience with Starfish systems; and, Demonstrated skills in assessment.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATIONS TO
REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**