

Job Code: 101630
Position # (PSA) ... (E)
Developed by:LCM
Reviewed byDLJ
Approved by.....LK
Date: 03/02/2023

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Academic Advisor, (UCAS) / (Degree Granting College)
DIVISION: Academic Affairs (University College for Academic Success)
REPORTS TO: Assistant Dean, UCAS; Assistant Dean, Degree Granting College
GRADE: 10
SUPERVISES: Student workers, advising interns

BASIC FUNCTION:

Provide academic advising for undergraduates in University College for Academic Success (UCAS) and the respective Degree Granting College (DGC), helping students who are matriculating as well as those who need alternative degree pathways. Assigned to a designated academic major(s), for the students' full undergraduate career, provide individual and group advising to facilitate the transition to college and progression to graduation in a timely manner. Collaborate with staff and 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:

Advise and monitor progress of UCAS and DGC students, ensuring progress toward graduation in a timely fashion.

Initiate student contact, providing intrusive advising outreach whenever possible.

Collaborate with and support other advisors in UCAS and DGC.

Participate in academic reviews in UCAS as required.

Assist in planning and executing programs as required.

Advise in orientation sessions.

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

Assist students exploring majors.

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

Teach URI01 as assigned.

Work evenings and weekends as necessary.

OTHER DUTIES AND RESPONSIBILITIES

Perform other 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 of experience in academic advising, time as a graduate student included, OR Bachelor's degree with a minimum of five years of experience providing academic advising in a higher education setting, OR Bachelor's degree with a minimum of five years of experience advising/counseling (academics, career, non-traditional pathways, etc.) current and/or aspiring college students; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated experience with data management systems; Demonstrated ability to work with diverse groups/populations; and, Demonstrated experience in 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 a related field; Demonstrated ability to utilize applications, Brightspace (or similar platform), on-line advising, presentation technology and student records systems (i.e., PeopleSoft.); Demonstrated experience with Starfish; Demonstrated experience working with college students; and, Demonstrated skills in assessment.

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