

Class Code:.....0102  
Position#:(PSA).....  
Developed by:.....TEP  
Reviewed by:.....JS  
Approved by:.....RHL  
Date:.....9/92

THE UNIVERSITY OF RHODE ISLAND

Position Description

**TITLE:** Academic Advisor  
**DIVISION:** Academic Affairs  
**REPORTS TO:**  
**GRADE:** 10  
**SUPERVISES:** Support staff as assigned; student workers.

**BASIC FUNCTION:**

Coordinate all academic advising efforts for a particular college.  
Provide.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Provide academic counsel and advice to undergraduate students, prospective students, and graduate students if applicable.

Evaluate transfer student transcripts.

Certify undergraduate students for graduation, ensuring that they progress toward graduation in a timely fashion.

Coordinate relevant college events involving undergraduate and/or prospective students. Conduct orientation sessions for new students.

Assist/advise students who may want to change majors.

Work closely with Career Services in order to provide up-to-date information to students related to career and major choices.

**OTHER DUTIES AND RESPONSIBILITIES:**

Attend conferences and workshops.

Maintain relevant statistical data as required.

Perform additional duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers; word processing, database management, and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

REQUIRED: Master's degree, preferably in student personnel in higher education and counseling (or a comparable program); experience or training in academic advising or career counseling and a minimum of two years of experience in higher education working with students; evidence of excellent skills in writing, speaking, and working with students.  
Preferred: Experience with on-line information, presentation technology and student records systems.

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