

Class Code:.....0132F
PositionI:(PSA).....
Developed by:.....SG
Reviewed by:.....
Approved by:LK
Date: ... 09/2015,01/16

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Academic Advisor / University College for Academic Success
(UCAS)
DIVISION: Academic Affairs (University College)
REPORTS TO: Dean, University College
GRADE: 10
SUPERVISES: Students

BASIC FUNCTION:

Provide academic advising to undergraduates in University College for Academic Success. Advisors are assigned to designated academic majors, facilitating the transition to college and progression to graduation in a timely manner. Advisors are responsible for thorough knowledge of the curriculum, university policy, and campus resources. Advisors work closely with the faculty and Deans' offices of the majors they represent, participating in on-going training in all aspects of academic advising, including the use of technology and data management systems that support effective advising.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

Initiate student contact, providing intrusive advising outreach as appropriate.

Collaborate with and support other advisors in UCAS and faculty and administrators within individual colleges.

Participate in academic reviews.

Assist in planning and executing of programs in residence halls, evenings and weekends as required.

Advise in orientation sessions.

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

Assist students exploring majors.

Teach URI 101 for majors

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

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OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required,

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, preferably in college student personnel services, counseling or a related field, with a minimum of two years of experience in academic advising in higher education (may include time as graduate student); or Bachelor's degree and a minimum of five years full-time experience in academic advising in higher education; demonstrated experience working with students from diverse backgrounds; demonstrated verbal and written communication proficiency.

Preferred: Demonstrated ability to utilize current social media applications, Sakai (or similar platform), on- line advising, presentation technology and student records systems (preferably Peoplesoft); demonstrated experience with Starfish systems; demonstrated skills in assessment.

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