



Job Specification

Job Title: Academic Advisement Coordinator
BCAT Code: 400X AA
Pay Grade: G13

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Provides guidance and counseling to students in academic matters including the selection of courses, course prerequisites, etc.

Examples of Duties

- Directs the work of Academic Advisors.
- Trains lower level staff performing academic assistance duties.
- Resolves student and placement problems.
- Conducts individual and group academic advisement sessions.
- Conducts orientation sessions for new students.
- Monitors the enrollment status of students.
- Processes paperwork of reentry or transfer students.
- Schedules academic advisement activities conducted by the department.
- Assists with recruiting, hiring, etc. of instructors.
- Organizes and produces quarterly class schedule for college.
- Monitors course size, staffing, and course offerings.
- May assist in student recruitment activities, job fairs, etc.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of Georgia State University.
- Knowledge of course requirements.
- Knowledge of degree programs offered by the college.
- Effective communication skills.
- Effective organizational skills.
- Ability to supervise and direct the work of others.

Minimum GSU Hiring Standards

Bachelor's degree and three years experience; or a combination of education and experience. Master's degree may be preferred for some positions.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.