



**Job Specification**

**Job Title: Academic Advisor, Senior**  
**BCAT Code: 400X AC**  
**Pay Grade: G13**

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

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**General Description**

Performs advanced level academic advisement functions such as facilitating academic program development, advisement, interpretation and implementation of University policies and procedures

**Examples of Duties**

- Evaluates and advises on academic programs and progress of students.
- Coordinates and communicates with faculty on academic program changes or updates.
- Assesses college's compliance with Board of Regents degree requirements.
- Trains and supervises staff and/or student assistants.
- Provides and/or oversees graduation checkouts and audits management for the college.
- Maintains and updates current student records on information system.
- Performs admissions and recruitment functions for college.
- Performs other advanced academic advisement duties as assigned by college.

**Knowledge, Skills, and Abilities**

- Advanced knowledge of university and/or college policies and procedures.
- Knowledge of a variety of degree requirements.
- Effective time management and academic advisement skills.
- Effective oral and verbal communication with external and internal customers.

**Minimum GSU Hiring Standards**

Bachelor's degree and three years of related experience; or a combination of education and experience.

*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.*