



Job Specification

Job Title: Academic Advisor
BCAT Code: 400X AE
Pay Grade: G12

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

General Description

Assists academic departments/units with verbal or written academic plan, advisement, interpretation and implementation of university policies and procedures in the areas of student enrollment and registration.

Examples of Duties

- Advises prospective and current students about academic requirements and selection of courses.
- Disseminates information on university policies and procedures to faculty, parents, students, etc.
- Audits student records for admission and graduation requirements.
- Evaluates and determines transfer credits; researches course descriptions to determine transferability.
- Compares transcripts with entrance and graduation requirements, and advises students on appropriate actions.
- Reviews course prerequisites, degree equivalents and accreditation of schools, and computes grade point averages to determine student's eligibility status for admission, transfer and graduation.
- Refers students with academic discrepancies to proper officials for further action.
- Assists in the recruitment and retention of students to include the development of brochures and other recruitment materials.
- Assists in the preparation of special reports relating to enrollment and related matters.
- Evaluates and maintains student records for degree requirements using academic evaluation system. Monitors student registration activities and academic performance/progress.
- Coordinates communications to students regarding registration, etc.
- Conducts orientation workshops for freshmen and transfer students.
- Advises department on issues such as revised admission standards.
- Determines awards recipients based on academic performance. Reviews course adjustment forms and petitions for readmission of students. Processes applications for state certifications, etc.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Considerable knowledge of university and/or college advisement rules, policies, and procedures.
- Knowledge of a variety of degree requirements and student information systems (e.g. BANNER, Microsoft, etc.).
- Effective time management skills.
- Considerable oral and written communication skills.
- Knowledge of word processors, spreadsheets, presentations, and databases.

Minimum GSU Hiring Standards

Bachelor's degree and two years 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.