CURRENT TITLE: Academic Advisor

REPORTS TO: /IUPUI

DEPT. /CAMPUS: /IUPUI

SUMMARY: Provide advising for students regarding admissions, academic requirements, and career planning. Review student files for coursework, referrals, and other special programming. Conduct orientation, serve on committees, and represent the (school or department).

DUTIES AND RESPONSIBILITIES: Provide academic advising for registered students for a plan of study at the (dept or school). Assit students with academic problems and for registering courses.

Prepare, maintain, and advise students regarding academic records, degree requirements, test scores, grades, and course work selection to meet academic standards.

Oversee progress of student while in the (dept. or school). Review senior audit and planning for future course selection, discuss procedures for graduation and provide counseling on career and/or graduate school plans.

Work with faculty and mentors to provide support to at-risk students. Facilitate student use of the various campus support services and resources.

Serve as liaison with the (school or dept.) dean’s (or director’s) office, IUPUI Solution Center and Career Center. Lead programming aimed at preparing students for post-baccalaureate careers.

Participate in institutional initiatives aimed at career development and internship experiences.

Coordinate programming related to advising and career counseling.

Participate and provide input in developing policies and procedures related to student activities such as curriculum, testing, orientation, enrollment procedures, and others.

Perform other related duties incidental to the work described herein.

QUALIFICATIONS: Master’s degree plus one year related experience or bachelor’s degree with three years of student advising or teaching experience. Knowledge of career counseling techniques, teaching, and higher education experience preferred.