

## Nova Southeastern University Position Description

### Employee Details

Employee First Name:

Employee Last Name:

### Position Information

Position Title: 995346 - Academic Advisor I

Position Number: 995346

Job Category: Exempt

Job Group: 304-Academic, Admissions, FinAid Advisors

Center/Department: H. Wayne Huizenga School of Business & Entrepreneurship

Hiring Range: 35,000.00

Job Grade/Level: 84

Type of Shift: Non-Faculty Full time

Benefits Eligible: Reg FT w/Benefits

Pay Basis: Annually

Reports to: (TITLE) Director of Academic Advising

Reports to: (POSITION NUMBER)

**[Click here](#)** for instructions.

Primary Purpose:

*Enter the PRIMARY PURPOSE of this position.*

Provide academic advising for graduate and/or undergraduate students in the H. Wayne Huizenga School of Business and Entrepreneurship located at the Main Campus.

1. Provide quality academic advisement and student services to new and continuing undergraduate and graduate students.
2. Advise students on academic issues and program progress.
3. Assist students in identifying and overcoming academic difficulties through thoughtful education planning. Assess individual student needs and make appropriate internal and external referrals. Assist student in establishing realistic and attainable academic goals.
4. Maintain accurate student records for advisees, track advisees academic progress on a regular basis. Evaluate transfer credit, review records for academic progress and degree conferral.
5. Respond to student inquiries, verbally or written, in a timely

manner.

6. Refer students to other campus services and resources as needed.

7. Serve as liaison and provide support via advisement with students and consultation and collaboration with faculty, staff, and academic program directors.

Essential Job Functions:

**Click here** for instructions.

8. Provide assistance and support for new student orientations, open houses and various other programs as needed.

9. Serve as proactive retention agent for H. Wayne Huizenga School of Business and Entrepreneurship and Nova Southeastern University.

10. Maintain posted hours and keeps scheduled appointments and is available for walk-in students.

1. Participate in committees as assigned.

2. Visit cluster sites as necessary.

3. Other duties as assigned by the department director.

4. Work occasional evenings and weekends, as required.

1. Good interviewing and advising skills.

2. Good public relations skills.

3. Ability to interact effectively with current and prospective students, faculty, and community members of all cultural backgrounds, age ranges, and experience levels.

4. Detail oriented.

5. Ability to organize multiple projects at one time.

6. Strong written and oral communication skills.

Marginal Job Functions:

Required Knowledge, Skills and Abilities:

Required Certifications/Licensures:

Required Education:

Bachelor's Degree

Major (if required):

Required Experience:

**Click here** for instructions.

1. At least six months experience in higher education, education, counseling, or related experience.

Preferred Qualifications:

**Click here** for instructions.

1. At least one year of advising/counseling experience in a post-secondary institution.

Is this a safety sensitive position (are applicants potentially subject to drug testing)?

No

**Safety Sensitive Policy.**

Does this position require a criminal background screening?

No

[Click here](#) for instructions.

**BUDGET INFORMATION**

Budget Year:

Current Year

Job Description Disclaimer

These statements are intended to describe the general nature and level of working being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

Commitment Principles:

ADA Addendum

Nova Southeastern University is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary.

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*Date*

*Signature of Employee*

*Print Name*

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*Date*

*Signature of Supervisor*

*Print Name and Title*

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