

Nova Southeastern University Position Description

Employee Details	
Employee First Name:	
Employee Last Name:	
Position Information	
Position Title	Academic Advisor I
Position Number	
Job Category:	Exempt
Job Group:	304-Academic, Admissions, FinAid Advisors
Center/Department	H. Wayne Huizenga School of Business & Entrepreneurship
Hiring Range:	31,160 - 35,055
Job Grade/Level:	84
Type of Shift:	Non-Faculty Full time
Benefits Eligible:	Reg FT w/Benefits
Pay Basis:	Annually
Reports to: (TITLE)	Associate Director for Student Educational Center Advising
Reports to: (POSITION NUMBER)	995339
Click here for instructions.	
Primary Purpose: <i>Enter the PRIMARY PURPOSE of this position.</i>	Provide academic advising for graduate and/or undergraduate students in the H. Wayne Huizenga School of Business and Entrepreneurship located at the Main Campus.
Essential Job Functions: Click here for instructions.	<ol style="list-style-type: none"> 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.

	<p>Assist student in establishing realistic and attainable academic goals.</p> <p>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.</p> <p>5. Respond to student inquiries, verbally or written, in a timely manner.</p> <p>6. Refer students to other campus services and resources as needed.</p> <p>7. Serve as liaison and provide support via advisement with students and consultation and collaboration with faculty, staff, and academic program directors.</p> <p>8. Provide assistance and support for new student orientations, open houses and various other programs as needed.</p> <p>9. Serve as proactive retention agent for H. Wayne Huizenga School of Business and Entrepreneurship and Nova Southeastern University.</p> <p>10. Maintain posted hours and keeps scheduled appointments and is available for walk-in students.</p>
Marginal Job Functions:	<p>1. Participate in committees as assigned.</p> <p>2. Visit cluster sites as necessary.</p> <p>3. Other duties as assigned by the department director.</p> <p>4. Work occasional evenings and weekends, as required.</p>
Required Knowledge, Skills and Abilities:	<p>1. Good interviewing and advising skills.</p> <p>2. Good public relations skills.</p> <p>3. Ability to interact effectively with current and prospective students, faculty, and community members of all cultural backgrounds, age ranges, and experience levels.</p> <p>4. Detail oriented.</p> <p>5. Ability to organize multiple projects at one time.</p> <p>6. Strong written and oral communication skills.</p>
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)? Safety Sensitive Policy.	No
Does this position require a criminal background screening? Click here for instructions.	No
BUDGET INFORMATION	
Budget Year:	Current Year
Job Description Disclaimer	These statements are intended to describe the general nature and level of work 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.

Date

Signature of Employee

Print Name

Date

Signature of Supervisor

Print Name and Title

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