

## **DRURY UNIVERSITY JOB DESCRIPTION**

**JOB TITLE:** Academic Advisor/Instructor

**DEPARTMENT:** Academic Affairs/Compass Center

**DATE:** June 1, 2019

**SCHEDULE:** Full-time, 12 month, M-F, 8 a.m. to 5 p.m.

**REPORTING SUPERVISOR:** Director of Academic Advising

**FLSA:** Exempt-Professional

**IPEDS:** 25

**JOB FUNCTION:** Assists students in taking ownership of their academic progress and graduation plans and provides comprehensive academic advising services for all undergraduate students. Contributes to programs which prepare faculty for and assists them with providing excellent advising. Establishes good working relationships with students, faculty, and staff. Evaluates student athlete records for NCAA compliance. Will teach one three-credit, undergraduate course each fall and spring term.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

	<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1.	25%	Ongoing	Teach one three-credit hour course each fall and spring semester, determined by enrollment needs and the discipline of the successful candidate's degree.
2.	25%	Ongoing	Provide academic support and advice for incoming freshmen as they develop their own academic goals. Communicate rationale for advice with students (and parents, when needed) regarding first-semester courses. Fully participate in all orientation programs. Assist with schedule changes as needed.
3.	25%	Ongoing	Serve as the initial advisor for new transfer students, explaining how prior courses may complete Drury degree requirements and what remains to be addressed at Drury. Provide preliminary orientation information and facilitate the relationship between the new student and a faculty advisor in the selected academic program.
4.	15%	Ongoing	Maintain a comprehensive working knowledge of academic policies, procedures and program requirements as listed in the catalog, schedule, website and MyDrury. Serve as a resource for faculty advisors, including participating in training and communicating the most current information concerning curriculum, advising, and the registration process.
5.	5%	Ongoing	Maintain record of student meetings and correspondence to provide the context in which academic advice is given. This documentation can be used when helping students and university officials make academic decisions.
6.	5%	Ongoing	Reviews the academic record of every NCAA athlete each semester to ensure compliance to NCAA policies. Notifies the Assistant Athletic Director for Compliance & Eligibility of non-compliant students, and offers suggestions for putting students in compliance, if appropriate.

### **MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Master's degree from a four-year, regionally accredited university and one year full-time or two years of part-time administrative or teaching experience in a higher education environment; or equivalent combination of education and experience.
2. Commitment to service, assisting students, faculty, and staff by enhancing the learning environment.
3. Competent in using Microsoft Office Word and Excel, and experience in using Jenzabar-EX or a similar interactive data system.
4. Ability to read and interpret documents, concentrate, and attention to detail are necessary in order to accurately interpret

information on degree requirements and university policies.

5. Ability to set goals, to prioritize and organize tasks and workload in order to complete assignments in a timely manner.
6. Ability to use a broad knowledge of information about the university and its organizational characteristics, purpose, philosophies; and to represent the university in a way that is congruent with the mission statement.
7. Ability to write routine reports and correspondence.
8. Ability to speak effectively before groups of students, faculty, or staff of the college.
9. Ability to effectively communicate both verbally and in writing, information to schedule facilities and set-up, coordinate activities, and so forth.
10. Ability to establish rapport with a variety of people in a professional and positive manner.
11. Ability to keep all matters regarding students confidential.
12. Ability to be flexible in covering student service events with occasional evenings and weekends.
13. Ability to deal with problems involving several concrete variables in standardized situations.
14. Ability to work effectively with people, specifically a diverse student population, and the over-all campus community.
15. Ability to influence campus activities and events in the direction of increased awareness of diversity, multi-cultural, health, and gender issues.

***PHYSICAL REQUIREMENTS:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand; sit; use hands to finger, handle, or feel; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

***WORK CONDITIONS:***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

APPROVED BY HR 4-15-19