JOB DESCRIPTION

Job Title: Assistant Director of Academic Advising  Effective Date: July 1, 2021
Department: Cox Compass Center  Division: Academic Affairs
Supervisor: Director of Academic Advising  Schedule: Regular, 12 mo., FT, M-F, 8 a.m. to 5 p.m.
FLSA Classification: Exempt - Professional  IPEDS Classification: 25

Job Summary:
This position works closely with dedicated colleagues at the Robert and Mary Cox Compass Center in academic advising and related student success initiatives for a diverse Drury undergraduate student population.

Duties/Responsibilities:
• Advise a diverse Drury University student body in accordance with best practices in the field to promote and support academic, personal, and professional success. This includes:
  o Understanding complex academic programs and advising students on majors, minors, certificates, and other programs across the university upon student entry and through transitions to graduation.
  o Assessing need for support services and making effective referrals to faculty and student resources on campus, especially for those who show signs of academic struggle.
  o Maintaining advising notes on students in accordance with national standards and practice.
  o Working with students and families to facilitate understanding of Drury opportunities, programs, and policies.
  o Serving on the team that advises and registers all incoming students, including first-year, transfer, and returning students, beginning with acceptance through matriculation.
  o Reviewing the academic record of NCAA athletes each semester to ensure compliance to NCAA policies. Notifies the Assistant Athletic Director for Compliance & Eligibility of non-compliant students, and offering suggestions for putting students in compliance, if appropriate.

• Student Success Initiatives include but are not limited to:
  o Teaching in the Drury Fusion Program during fall or spring semester, or provide instructional support/class instruction or supplements to be incorporated in sections taught by others, determined by enrollment needs and the discipline of the successful candidate’s degree.
  o Developing and implementing creative and responsive programming for student success initiatives under the leadership of the AVPAA and Director of Academic Advising. Teach in-person or virtual workshops on topics that focus on student academic success including but not limited to time management, study skills, and test-taking.

• Administrative activities to support Faculty Advisors and Students:
  o Coordinates and implements programs that prepare faculty for and assists them with providing excellent advising under the direction of the Director of Academic Advising.
  o Assists with advising training and ongoing professional development for the Faculty Fellows program in conjunction with the AVPAA/Director of the Cox Compass Center.
  o Serves as an acting director when the Director is out of the office.
  o Contributes to the success of the Academic Advising office and the Cox Compass Center through review of current procedures and programs and development of innovative new programs.
With the Academic Advising Director, serves as a resource for faculty advisors, including providing training and communicating administrative changes and updated information concerning curriculum, advising, and the overall registration process.

**Required Skills/Abilities:**

- Commitment to service, assisting students, faculty, and staff by enhancing the learning environment.
- Competent in using Microsoft Office Word and Excel, and experience using an interactive database system.
- Ability to read and interpret documents, concentrate, and pay attention to detail are necessary to accurately interpret information on degree requirements and university policies.
- Ability to set goals, to prioritize and organize tasks and workload to complete assignments in a timely manner.
- Ability to integrate 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.
- Ability to write routine reports and correspondence.
- Ability to speak effectively to: large and small groups of students, faculty, or staff; prospective students and parents; and other university stakeholders.
- Ability to effectively communicate both verbally and in writing, information to schedule facilities and set-up, coordinate activities, and so forth.
- Ability to establish rapport with a diverse university community and members of the public in a professional and positive manner.
- Ability to keep all matters regarding students confidential in accordance with FERPA and other national standards of practice.
- Ability to be flexible in attending student service events with occasional evenings and weekends.
- Understands and can articulate Drury University’s mission and vision to students, staff, faculty, and stakeholders.

**Education and Experience:**

- Master’s degree from a regionally-accredited university
- Three years of experience advising a diverse student population in a college/university setting.

Equivalent combination of relevant education and experience may be substituted as appropriate.

**Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer
- Frequently talk or hear
- Stand, walk, balance
- Close vision

**Acknowledgment:**

_I have read this job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as described, with or without reasonable accommodation as outlined under the Americans with Disabilities Act and Americans with Disabilities Act Amendment Act (ADA and ADAAA). I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff._

__________________________________________________   ______________________________
    Employee Signature                                          Date