



Position Description

General Information	
UW System Title:	Academic and Career Advisor
UW System Code:	AE002
Business Title:	Academic Advisor
Supervisor's Business Title:	Associate Director
Hours/Shift/Work Schedule:	8 hours / typically 8:00-4:00
Check as needed:	<input type="checkbox"/> Weekends <input type="checkbox"/> Holidays <input type="checkbox"/> Evenings <input type="checkbox"/> On call <input type="checkbox"/> Varied hours
Principal Work Location:	Main Campus
Department:	Academic and Career Advising Center
Supervisory Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Employee Category:	<input type="checkbox"/> University Staff <input checked="" type="checkbox"/> Faculty/Academic Staff/Limited
FLSA Status:	<input type="checkbox"/> Non-exempt (hourly) <input checked="" type="checkbox"/> Exempt (salaried)
Date Created/Updated:	12/19/2022
Position of Trust:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<small>(Defined as: Having property access, financial/fiduciary duties, and all executive positions)</small>	
Position of Trust with Access to Vulnerable Populations:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<small>(Defined as: Responsibilities require unsupervised or significant access to vulnerable populations, defined as minors and medical patients. For purposes of this policy, a minor is a person under the age of eighteen (18) who is not enrolled or accepted for enrollment at a UW System institution. Examples of settings with vulnerable populations include child care centers, summer camps for minors, precollege or enrichment programs, and health care facilities. For additional information, view the University of Wisconsin System Criminal Background Check Policy.</small>	

Department Description

Position Summary
Engages students in decision making processes and promotes appropriate and responsible choices on academic matters such as course selection and degree requirements. Maintains appropriate confidentiality, updates student advising records, and contributes to the development and delivery of academic advising related events and programs. Works to ensure students receive accurate, timely, and holistic advising services in support of promoting student success, retention, and program completion. Strives to create a welcoming, equitable, and inclusive work environment.

Primary Responsibilities (as a guideline, use Job Responsibilities from Job Overview section of the <u>Job Library</u> and support using specifics of the position)	% of Time
<p>Academic Advising:</p> <ul style="list-style-type: none"> • Serves as a main point of contact for students and provides information about educational options and academic requirements; assists with identifying and assessing interests, skills, and values to match appropriate field of study/career options, and refers students to appropriate institutional resources • Maintains confidentiality and accurate student records and processes and responds to academic inquiries according to established institutional and Family Educational Rights and Privacy Act (FERPA) policies • Maintains expertise with advised curriculum and may assist in developing and recommending exceptions for policy and curriculum • Proactively engages students as needed • Receives, processes, and responds to academic inquiries according to established policies and procedures 	90%
<p>Campus Collaborations:</p> <ul style="list-style-type: none"> • Implements academic advising events such as workshops and panel discussions • Participates in campus recruitment efforts for undecided students • Maintains working relationship with assigned liaison departments • Participates in the campus-wide advising community providing input to leadership regarding the development of advising, recruitment, and co/curricular programs offered by the school/college 	10%

Qualifications – Knowledge, Skills, and Abilities:
<p>Required Knowledge, Skills, and Abilities</p> <ul style="list-style-type: none"> • Bachelor’s degree • A demonstrated ability to build relationships with students and colleagues. • Commitment to creating an inclusive environment in which the value of each person is recognized, supported, and respected. • Excellent accuracy, attention to detail, organizational, and self-management skills while working in a fast-paced environment. • High-quality written and verbal communication skills. <p>Preferred Knowledge, Skills, and Abilities</p> <ul style="list-style-type: none"> • Master’s degree • At least one year of relevant experience. This may include work in K-12 education, higher education and other human service-related fields. • Knowledge of student development theory.

Other – Knowledge, Skills, and Abilities:
<input type="checkbox"/> Job Requires Driving a State Vehicle <input type="checkbox"/> Pre-employment Physical Assessment Required

<input type="checkbox"/> Pre-Employment Financial Check Required <input type="checkbox"/> Independent travel is a core function of the job <input type="checkbox"/> <input type="checkbox"/>

Physical Effort/Demands:					
	Never (0%)	Seldom (1-10%)	Occasionally (11-33%)	Frequently (34-66%)	Continuously (67-100%)
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (arms above your head to reach high and/or difficult areas)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 0-10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 11-20 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 21-30 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 31-50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment Operated:					
<ul style="list-style-type: none"> • Various computer systems and/or software, calculator, fax machine, office copier, telephone, and other electronic office devices. 					
Working Environment:					
The noise level in the work environment is usually quiet.					

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name

Date

Employee Signature

Date

Supervisor Name

Date

Supervisor Signature

Date