Job Summary:
Under the Direction of the Senior Director of Graduate Student Affairs, the Academic Advisor, provides academic advising to prospective and current students in the self-supporting Master programs. Assists with the interpretation of University policies including admission, registration, add/drops, waivers and substitutions, grade changes, leaves of absence, academic probation, advancement to candidacy, and degree conferral. Tracks students' progress ensuring that requirements are met. Monitors course scheduling effectiveness, classroom assignments and curricular coordination; works collaboratively with faculty, staff, and other campus departments. The Academic Advisor is also responsible for assisting in the admissions process. Participates in recruitment, orientation, evaluations, degree conferral, commencement, and co-curricular activities. Utilizes counseling skills to assess student needs especially for certain populations (i.e. International, Diversity, Disability, Counseling Services, etc).

Job Description:
Job Essential Function 1:
Percent of Time: 35%
Recruitment and Admissions: Implements outreach programs with specifically targeted institutions; advises prospective applicants on necessary academic preparation; appropriateness of program as it pertains to the prospective applicant's goals; reviews domestic transcripts for degree eligibility; initiates and arranges student recruitment visits.

Job Essential Function 2:
Percent of Time: 30%
Applies professional student services concepts in providing a variety of student services to the student population served by the organization, and to faculty and management within that organization.

Academic Advising: Advises prospective students on academic degree requirements. Advises students on registration procedures and deadlines, and fee payment deadlines. Approves enrollment exceptions to ensure students are properly enrolled. Facilitates add/drop process by keeping students apprised of deadlines, procedures and requirements. Obtains necessary approvals. Counsels on course load and progression towards successful degree completion. Assists with identifying academic obstacles and makes referrals to appropriate campus resources (Counseling Center, ESL, Financial Aid, International Center, Ombudsman, Disability Services, etc...). Advises students interested in taking a leave of absence of the requirements, procedures, and consequences of such action. Assists departments with TA/Reader assignments - checks eligibility and refers exceptional cases to Directors. Composes a variety of memos for students and Directors. Facilitates grade changes, general petitions, enrollment exceptions, leaves of absences, advancement to candidacy, and degree certifications. Approves visa extensions and OPT petitions.

Job Essential Function 3:
Percent of Time: 5%
Student Academic Integrity: Provides information to students and faculty regarding organization policies and procedures on student conduct. Academic integrity.

Job Essential Function 4:
Percent of Time: 5%
Career Counseling: Refers students to the SSP Career Counseling/Services office.

Job Essential Function 5:
Percent of Time: 5%
Events: Attends and assists the ICS event coordinator and Directors.

Job Essential Function 6:
Percent of Time: 5%
Student Conditional Status: Monitors students on academic probation. Discusses alternatives and make recommendations to ensure future satisfactory progress in the program. Conducts regular counseling sessions, tracks completion plans, and document progress. Keeps Directors apprised of the progress of students on academic probation.

Job Essential Function 7:
Percent of Time: 5%
Student Orientation: Assists in the programs’ orientations: room reservations, speakers, materials/handouts, and may make presentations. Tracks attendance.

Job Essential Function 8:
Percent of Time: 5%
Financial Aid: Advises students on financial aid options.

Job Essential Function 9:
Percent of Time: 5%
Coordinates with the Instructional Support Office and the Directors to ensure that the quarterly schedule works effectively for students.

Skills, Knowledge and Abilities:
Knowledge of advising and counseling techniques

Knowledge of University-specific computer application programs and pertinent databases.

Ability to multi-task; verbal and written communication skills. Skill in managing time and setting priorities in an environment of frequent interruptions and distractions.

Strong interpersonal and communication skills for interacting with students, faculty, staff and outside contacts.

Multicultural competencies; ability to work with diverse populations. Ability to use initiative and discretion in dealing with students and prospective students. Ability to work with students, faculty, and staff in a tactful and productive manner.
Basic knowledge of student immigration and visa processes pertaining to international students and scholars.

Demonstrated skill in evaluating information, problems and situations to:
- define the problem
- identify relevant factors and concerns
- recognize alternatives
- formulate solutions
- initiate plan of action

Skills in service orientation, organization, active listening, and critical thinking.

Knowledge of University processes and procedures.

Understanding of University rules and regulations.

Skill in working independently and following through on assignments with minimal direction.

Bachelor's degree in related area and / or equivalent experience / training.

External applicants can access this recruitment on our Career Opportunities website at https://careersucirvine.ttcportals.com/jobs/9726579-student-academic-advisor-ii