**Job Summary:**
Applies professional student services concepts to provide academic advising and assist in processes such as degree certifications, new student orientation, academic probation, etc. Provides varied student services to students, faculty, and department/school/campus administrators. Works on moderately complex issues such as change of major and student club oversight. Receives assistance on more complex issues.

**Job Description:**

Job Essential Function 1:
Percent of Time: 60%

Academic Advising: Provides advice and assistance to students on academic and degree progress and major requirements; assists students in determining a major, alternative academic options, resolve scheduling conflicts, and similar issues.

Job Essential Function 2:
Percent of Time: 20%

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. Processes change of major applications, acts as advisor to ICS student clubs, participates in audit of degree certifications and academic probation advising.

Job Essential Function 3:
Percent of Time: 15%

Engages in various aspects of student affairs: student conduct, event coordination and management, career development. Student Conduct: Provides information to students and faculty regarding organization policies and procedures on student conduct. Career Development: Refers students to the Career Center, advises on best practices for integration of career goals into academic plans. Events: Coordinates and implements ICS Dean’s Welcome and other ICS student events, assists in the planning and implementation of complex events such as summer orientations. Conducts orientations of new students and change of majors.

Job Essential Function 4:
Percent of Time: 5%

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.

**Skills, Knowledge and Abilities:**
Required:
Knowledge of advising and counseling techniques.
Ability to multi-task; verbal and written communication skills.

Interpersonal skills.

Multicultural competencies; ability to work with diverse populations.

Basic knowledge of student immigration and visa processes pertaining to international students and scholars.

Ability in problem identification and reasoning.

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

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

Knowledge of University processes and procedures.

Understanding of University rules and regulations.

Applicants can access this recruitment on our Career Opportunities website at: https://careersucirvine.ttcportals.com/jobs/8729916-student-academic-advisor-ii