

Academic Advisor Task Bank

September 9, 2013

Communications

Academic Advisor

- Respond to emails and phone calls from students and their family members, faculty, and university staff; including international and exchange students prior to their arrival
- Provide student letters of recommendation, at discretion of advisor
- Assess when a situation calls for more probing questions
- Make explicit students' responsibility for their own academic and professional success
- Build and maintain contacts with other College/Department advising units
- Communicate with students regarding curricular and co-curricular opportunities

Senior Academic Advisor

- Train academic advisors on communication skills regarding curricular and co-curricular opportunities
- Represent the College/Department on a variety of curricular and co-curricular topics through participation at student events/activities

Asst/Assoc Director

- Participate and/or present at conferences, workshops and other professional development activities
- Conduct communication functions as assigned by the director
- Communicates with other department & university administrators; resolves or assists with the resolution of sensitive issues.
- Represent Director at various university meetings
- Maintain and update College/Department website, with guidance from Director

Director

- Communicate with students and parents about various curricular and co-curricular opportunities and upcoming deadlines (through newsletters, regular emails, etc.)
- Direct communication efforts for the College; responsible for overall messaging on College/Department website
- Promote the university by participating in community, state, and national events or meetings, and by developing partnerships with industry and secondary education institutions
- Provide communication to all staff

Teaching

Academic Advisor

- Teach students about benefits of orientation
- Participate in orientation activities for College/Department

Senior Academic Advisor

- Form and chair committees to evaluate and implement orientation activities
- Facilitate orientation activities for College/Department

Asst/Assoc Director

- Assist Director in creating and developing opportunities to better orient students on various study and career options
- Develop and lead orientation activities, with support from Director

Director

- Assess orientation activities and implement changes as necessary to programming

Student Advising**Academic Advisor**

- Assist students in evaluating and determining their interests and abilities, and help students link their interests/abilities with majors/programs
- Assist students in the creation of short and long term curricular and co-curricular goals
- Guide students in developing a plan of study that meets all degree requirements and fits within their timetable for graduation
- Conduct checkup/relationship building contacts
- Provide information regarding curricular and co-curricular programs and opportunities including Study Abroad, Honors, 21st Century Scholars, Leadership Development, etc.
- Provide information about advanced placement credit exams
- Communicate with students regarding difficulties they are having with a class or classes, and provide support to students who are on academic probation
- Confer with prospective and current transfer students regarding application of transfer credits and course equivalencies
- Maintain a consistent pattern of contact with each advisee to encourage a trusting mentor/coaching connection through multiple channels of communication
- Develop and share strategies for academic success; build/support student ability to face challenges through enhanced resiliency and coping strategies; identify and implement programming to promote student use and referrals of university offices and resources that support academic achievement
- Coach students in development of professional behaviors
- Consult with each advisee at least one time a semester to review plan of study and academic history, conduct unofficial audit, discuss progress, discuss co-curricular and extracurricular activities, answer questions, and issue PIN
- Share knowledge with students about undergraduate/professional programs and faculty, appropriate course selections, departmental policy, and specific program information to various constituents
- Consult with and advocate for students regarding petitions for appeals, special policy waivers, etc.

- Conduct audits on student's progress toward their degree, including precertification audit the semester the student is a candidate, licensure
- Record student contact notes
- Prepare for and participate in STAR
- Maintain certifications related to handling student data (e.g. FERPA, GLBA)
- Provide guidance about graduate/professional school; career/internship opportunities and the job search process; and help students link learning and professional preparation in the workplace
- Provide assistance during major and career exploration, and discuss opportunities with students wishing to change their major to another school/college
- Participate in advising assessment activities
- Orient students to progression through degree programs
- Assist students with plan of study projection for financial aid appeals
- Serve as advisor for regional campus students or students under articulation agreements; demonstrate knowledge about programs at Purdue's regional campuses, College of Technology Statewide locations, and Purdue's distance education program
- Interpret and apply university policies and procedures, keeping abreast of changes
- Provide nominations for, and recognition of, students
- Participate in COGNOS and Banner training updates
- Support students as they make the transition from high school to college, strive to promote continual improvement of process and quality, and help students identify the knowledge, understanding, and skills they are gaining through their college experience
- Support student learning and development, including the development of students' critical thinking, integrative, and communication skills, and help them connect their learning to themselves and their world
- Help students reflect on their educational experiences and engage them in identifying, developing, and realizing their plans, goals, and possible careers
- Help students develop intercultural knowledge and respect for differences
- Foster in students a commitment to life-long learning
- Assess when a situation calls for professional intervention or academic referral
- Use effective teaching techniques to guide and coach students
- Facilitate student decision-making and challenge students to think critically about their choices
- Understand the philosophy of the curriculum
- Assist students with the enrollment process, including course registration, withdrawal, etc.
- Advise students about course substitutions
- Review student grades and communicate with them about necessary schedule changes

Senior Academic Advisor

- Research and provide feedback on best practices to help students link interests/abilities with majors/programs
- Train academic advisors on methods to assist students in creation of short and long term curricular and co-curricular goals
- Develop and/or present College/Department session for students and parents during STAR

Recruiting

Academic Advisor

- Participate in College/Department recruiting activities designed to attract new students

Senior Academic Advisor

- Coordinate and plan for staffing of College/Department recruiting activities
- Train staff representing the College/Department on recruiting materials/presentation
- Participate on Scholarship Committee

Asst/Assoc Director

- Coordinate College representation at centralized recruiting activities with Admissions Office
- Coordinate scholarship administration

Director

- Serve on campus-wide committees to set goals for recruiting efforts in conjunction with Admissions staff

Academic Administrative Duties

Academic Advisor

- Complete necessary paperwork and forms for proper maintenance of student records
- Enter course requisite overrides in INB
- Participate in staff meetings
- Participate in COGNOS and Banner training/updates
- Communicate scheduling issues to appropriate designee

Senior Academic Advisor

- Collaborate and provide insight to Schedule Deputy regarding scheduling issues
- Serve as College/Department candidate coordinator
- Perform audits for Athletics, ROTC, and Veterans
- Serve on committees and provide input on university policies and procedures, admissions, etc.

- Represent department at special functions held by College/Department and/or University
- Design and implement programming, and communicate with prospective students interested in Change of Curricula (CODO)
- Provide guidance and assistance to students with plan of study projection for financial aid appeals
- Participate in training of new academic advisors, with assistance of Assistant/Associate Director
- Support student leadership development: student council

Asst/Assoc Director

- Assesses unit/operation functions and develops and implements policies, procedures, and objectives.
- Initiates and prepares administrative reports and documents
- Supervises, trains, and evaluates assigned staff or supervises all of their academic advising, recruitment/retention, and/or student support activities.
- Develops work plans, policies and reports in accordance with established unit and department objectives and funding limitations
- Acts as liaison with the community, students, faculty and staff in facilitating university programs
- Evaluate applicants for reentry/readmission
- Act as Signature Authority to ensure accurate student record keeping, for items such as Change of Curricula (CODO), University Withdrawals, Credit Transfers, Graduation Index Adjustments, etc.
- Provide assistance to Schedule Deputy regarding scheduling issues, including coordinating collection of space requirement forecast for courses
- Play an integral role and represent College/Department on committees established to design and implement changes to university policies and procedures
- Assist in planning and implementation of College/Department commencement activities
- Develop COGNOS reports, and coordinate training in COGNOS and Banner

Director

- Provide leadership for a large advising staff and ensure that best practices are followed
- Plans, directs and reviews the academic advising, recruitment/retention, and/or student support activities and operations of the department.
- Supervises directly and through subordinate supervisors all department staff or supervises all of the department's or college's academic advising, recruitment/retention, and/or student support activities and operations
- Oversees and participates in the hiring, training, and evaluation of department staff
- Determines and takes appropriate corrective action and discipline including termination
- Confers with university officials, program directors, budget administrators and/or staff to make determinations for budget development, strategies, planning, requests and management analysis and accountability reports.

- Represent College/Department at community and campus events, in meetings and with other University personnel, and during accreditation process
- Review Athletics, ROTC, and Veterans audit results; identify issues that need resolved
- Supervise advising, clerical, and/or student staff members
- Schedule and lead regular staff meetings
- Assist in formulation of strategic plans for the College/Department
- Set expectations for course enrollment process, and assess result each semester
- Plan, present, assess, and revise STAR programming
- Provide input to administration regarding University regulations, policies, and procedures; convey students' feedback regarding these items
- Coordinate and approve content for Academic Advisors' Resource Guide