ESTABLISHED 1979

NAVAJO TECHNICAL UNIVERSITY

SIHASIN

POSITION DESCRIPTION

POSITION:	Academic Advisor
POSITION NUMBER:	0224, 0398
PAY GRADE:	NE9
FLSA STATUS:	Non-Exempt
DEPARTMENT:	Student Services
REPORTS TO:	Dean of Student Services

JOB PURPOSE:

As a key contributor to student success, provides academic advisement for prospective, current, and former students. Assesses academic level, attends to student academic inquiries, assists in the resolution of individual academic problems, and advises on academic program changes. Advises and assists students in the development of academic plans and class schedules Analyzes applications, transfer evaluations, and transcripts for entry and exit from the university. Develops and maintains appropriate files and records.

This position description indicates in general the nature and levels of work, knowledge, skills, and abilities. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required or assigned to this position.

JOB DUTIES & RESPONSIBILITIES:

- Conducts campus tours for prospective students and families.
- Proctor Accuplacer testing for students.
- Assesses the student's stage of development (academic, career, and personal) and promotes student growth by determining suitable developmental tasks; advises student in establishing realistic and attainable academic and career goals to ensure successful progress to completion of degree program.
- Facilitates students academic progress by evaluating their needs and developing appropriate educational plans. Makes referrals for students who need assistance with overcoming learning obstacles, specialized tutoring, extended or intensive assistance with career decisions or similar needs.
- Meets with students to provide information and guidance on academic-related issues, such as graduation requirements and exceptions, major exploration, course planning and registration, transfer credit evaluation/substitution or advanced degree requirements.
- Collects and disseminates information to students, faculty and departments about changes in major requirements or University policies and adjusts advising strategies as appropriate.
- Coordinates and participates in the advising-related portion of new/transfer student and parent orientation sessions.
- Provides intervention services for students to track progress, referrals for tutoring, outside services, and early intervention to ensure student success.

- Maintains students academic files that include a record of the advising activity that takes place during each visit.
- Prepares advising materials such as student information, advising guides and recruitment materials. Presents academic information to orientation groups and potential students and parents.
- Maintains confidential student records, documents all pertinent student information, and updates computerized information system regarding changes to student status.
- Serves on University committees and makes recommendations that affect curriculum requirements, advising processes and program development and published materials.
- Coordinates data compilation, statistical reports and correspondence, depending upon the area of assignment.
- Complies with all regulatory requirements for student record maintenance and storage.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Counseling, Education, or related field.
- Three years experience actively advising and counseling adults and young adults in a secondary or post secondary academic setting.
- Higher education experience preferred.
- Valid state driver's license.
- Must be able to pass background check, with NO prior convictions of any felonies.

The Navajo Nation Preference in Employment Act applies to all hiring, promotions or transfers of individuals into this position.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of computerized student information systems.
- Knowledge of academic standards governing student probation, suspension, and expulsion.
- Knowledge of the rules, regulations, and laws regarding student records.
- Knowledge of principles, practices, procedures and methods of evidence-based academic advising strategies.
- Knowledge of academic programs, colleges, and departments university-wide.
- Demonstrated student service orientation.
- Skill in advising.
- Skill in public relations.
- Skill in both verbal and written communication.

- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Database and records management skills.
- Ability to create, compose, and edit written materials.
- Ability to develop and maintain recordkeeping systems and procedures.
- Ability to make administrative and procedural decisions and judgments.
- Ability to gather data, compile information, and prepare reports.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to communicate effectively in the Navajo and English language.
- Ability to work as a team member in a structured working environment.

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee may be required to sit for prolonged periods, walk and stand.
- Use hands for dexterity of motion, repetitive movement of both hands.
- Have normal auditory, visual acuity, and verbal communications skills.
- The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

- Work is generally performed in office setting and some outside tours with normal noise level.
- Exposure to the elements during campus tours.
- Tight time constraints and multiple demands are common.
- Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.