



Position Title: Academic Advisor

Reports To: VP or Academic Affairs and Campus Deans

Major Responsibilities: Facilitate student development and the communication of accurate information regarding degree programs, courses, resources, University policies/procedures, and career opportunities, all with the major purpose of helping students attain their educational goals.

Specific Duties and Responsibilities:

1. Read, understand and comply with the University's mission, the catalog, the University's policies and procedures, the Staff Handbook and Institutional Effectiveness process.
2. Respond to communications (e-mail, voice mail) on a daily basis.
3. Advises students on course/program selection, including entrance requirements.
4. Informs the students about University's policies and procedures, curricular options and academic program requirements.
5. Assists the students in defining their educational objectives.
6. Provides expertise on the career options in their fields.
7. Works with the students to assess their academic performance and areas of strength to ensure they are consistent with their plans.
8. Assists students in management their study time.
9. Evaluates degree audit to keep track of academic progress.
10. Refers students to all available resources and specifically the tutorials services.
11. Acts as liaison between students and departments/faculty.
12. Provides close supervision to all at-risk students.
13. Performs any special project assigned by the President or supervisor.
14. Continuously oversee actions for improvements at campus level sited in the Academic Advisors' Planning, Assessment, and Implementation Form.
15. Oversee compliance with licensing and accrediting organizations.
16. Prepares and teaches the Freshmen University Study Skills Course.

17. Participates in New Students Orientation.
18. Participate in the self studies and committees conducted by the University.
19. Support and participate in University Commencement Ceremonies.
20. Perform other duties as assigned.

If you wish to apply for this position, please click on the link below to go to the FNU Career Center:

<https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu>