



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 9/20/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Academic Advisor
Status: Full-time, 35 hours/week (may involve evening & weekend hours as required)
Grade: 8
Union Affiliation: PSA @ RIC (Professional Staff Association)
Reports to: Director of Academic Advising

PRIMARY PURPOSE:

Reporting to the Director of Academic Advising, the Academic Advisor supports the academic advisement of first- and second-year undergraduate students at Rhode Island College and is a member of a team and office that provides professional advising to students. The Academic Advisor provides a wide range of developmental and transformative support to students in the general population and assigned cohorts including, but not limited to: advising, new student registration, and providing proactive outreach to students.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Assist in identifying the needs of students; develop, implement and deliver educational, developmental and transformative advising services and activities designed to meet those needs.
- Advise an identified cohort and caseload of first- and second-year students to ensure progress toward timely graduation, including the general student population, exploring/undecided students and students from specified schools.
- Maintain a comprehensive knowledge of academic requirements, resources, policies and procedures for use in serving students.
- Assist students in Course Registration, as well as assessing drops and withdrawals with students pertaining to their schedules.
- Provide a wide range of high quality, holistic and transformative programs and services to advisees in both individual and group settings in order to assist students in gaining the necessary information, including personal skills, for academic transitions and planning.
- Regularly collaborate, engage and cross-train with faculty from various academic departments to ensure strong knowledge of academic requirements and policies within specified majors and school as well as coordinate opportunities for first year students.
- Oversee the Academic Standing Process and Program, including the delivery of services, development and maintenance of resources for academic coaches and students
- Maintain academic coaching records and providing evaluation and reports of academic recovery program to the Director.
- Work with the Director to ensure integration of Academic Recovery Program into Starfish, or similar academic advising tool.

- Work closely with key student services offices to ensure seamless advising support for students, including exploring majors and students on academic probation
- Supervise Graduate Assistants.
- Serve as academic coaches for students on academic probation; Respond to and provide intervention for students flagged through Starfish, or the designated early alert system.
- Participate in advising sessions at all New Student Orientation sessions for all new students, including transfers; support the high-quality advisement of new students during key enrollment periods for new students.
- Collaborate with other offices to support the advisement and support services of students; these offices include but are not limited to Career Development, Student Support Services (PEP), Student Life, Counseling, Health Services, Records, Admissions, Financial Aid, Unity Center, and New Student Programs.
- Participate in initial and ongoing trainings, including but not limited to advising, curriculum requirements, policy updates, diversity and inclusion, financial aid, teambuilding, etc.
- Participate in and attend key college events, including but not limited to admissions yield events, New Student Orientation and Welcome Weekend.
- Support the Director and advising team in maintaining relevant data, activity and assessment for annual reporting.
- Maintain professional and effective relationships with students, faculty, staff and various stakeholders to ensure a high-quality experience for all students.

Occasional Job Functions:

- Perform other duties and responsibilities as assigned by the Director of Academic Advising.
- Work evening and weekend hours as required to meet the needs of students.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's Degree.

Experience:

Experience working with students.

Skills, Knowledge, and Abilities:

- Work collaboratively in a diverse, inclusive, and student-centered environment, and with students of various learning styles, cultures, identities, and life experiences.
- Knowledge of principles, practices, and techniques of academic advising as applied to student educational and developmental needs.
- Demonstrated understanding of student development.
- General understanding of Financial Aid processes and policies, including the Satisfactory Academic Progress (SAP) policies, procedures and federal SAP guidelines.
- Demonstrated understanding of confidentiality (FERPA).

- Demonstrated commitment to diversity and an ability to work with a highly diverse population.
- Demonstrated ability to work collaboratively to achieve shared outcomes.
- Excellent interpersonal and communication skills are essential.

PREFERRED (one or more of the following):

- Master's degree in college student personnel services, counseling or a related field.
- Academic advising experience.
- Experience working with college policy, college curriculum, academic coaching and campus resources in an advising setting.
- Be proficient in student record systems, preferably Peoplesoft.
- Demonstrated ability to utilize technology, including current social media applications.
- Bilingual in English / Spanish (verbal and written).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The college requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.