**Academic Advisor Position Description**

Academic advising at Illinois State University is an integral part of the education process. Working in partnership with advisors, students learn about academic policies, procedures, and university resources to develop strategies to pursue their individual education goals.

Illinois State advisors

* provide an encouraging and supportive environment for students to share their goals, concerns, and interest.
* understand and effectively communicate Illinois State degree requirements.
* assist students in making informed course decisions and finding majors.
* refer students to appropriate resources.
* maintain confidentiality of student records as outlined in the University Catalog.
* uphold the values, policies, and procedures of their schools, departments, and Illinois State University.

REQUIRED description:

Advisor responsibilities may vary based on student population, department/school, or area of campus. The following are basic expectations of all Illinois State University advisors.

Advisors must have an understanding of requirements and policies as stated in the University Catalog, including but not limited to information on general education, university requirements, major requirements and academic policies and procedures. Advisors are expected to be aware of updates and changes to these policies and procedures. Advisors must have working knowledge of available resources related to advising, including but not limited to Find Your Major, the mainframe, the advising WIKI, plans of study, OASIS, and checkpoint charts, etc.

Advisors should work to create an encouraging and supportive environment. This includes creating positive interactions with students to share their goals, concerns, and interests. Additionally, advisors must work in collaboration with other campus representatives.

Advisors are expected to participate in outreach to promote the University and welcome prospective and current students to the campus community.

The following items can be utilized in addition to the above description in order to enhance the job position.

**Understanding of requirements and policies**

* provide accurate information to students
* facilitate students’ understanding of these requirements and policies

**Student interaction**

* assist students with course selection
* refer students to appropriate resources
* timely communication with students
* manage/maintain student records

**Outreach and Orientation** (may vary by area) Participate in:

* Preview
* Transfer Days
* Open Houses
* Freshmen Information Nights
* Recruitment Events

**Training and professional development**

* take advantage of available resources to build knowledge of tools related to advising at Illinois State University
* attend sessions designed to facilitate advisor development
* take advantage of external professional development opportunities (as possible)

**Other Categories (as deemed by the specific job description for department/school)**

* teaching
* webmaster
* enrollment management
* committee involvement