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# WESTERN MICHIGAN UNIVERSITY

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## Job Description

**Job Title:** Academic Advisor  
**Pay Type:** Salaried/Exempt  
**Grade:** 15

**Position Number:** 0231  
**Department Name:** School of Social Work

### General Summary

Provides comprehensive academic advising services to students.

### Major Duties

- Advises both enrolled and prospective undergraduate and/or graduate students on University, College, and department academic curricular requirements, including admissions and general education requirements and those of programs, majors, and minors. Explains graduation requirements to students, and provides information about course prerequisites, alternatives, and equivalents. Assists students with registration, and may coordinate course scheduling.
- Evaluates applications, assesses qualifications, and conducts interviews for students' admission to programs and internships.
- Advises undergraduate students on prerequisites for graduate study, including professional programs, at this and other universities, serving as a mentor and a liaison.
- Advises students on career choices and opportunities and the requisite course work.
- Participates in public relations, outreach, recruiting, and/or orientation efforts, which may involve work at University functions and visiting educational institutions.
- Coordinates social work state licensing and certification for graduates.
- Typically reviews appeals of students dismissed for academic reasons, makes re-admission decisions, and draws up contracts concerning re-admission conditions.
- Advises probationary students on achieving good academic standing. Explains tutorial services available.
- Participates in the development and implementation of advising policies, procedures, goals, materials, and budgets. Maintains and audits records, and generates reports. May supervise staff and/or student employees.
- Chairs scholarship committee; may participate in the awarding of scholarships.
- Coordinates annual master's graduation ceremonies and related activities.
- May evaluate student-athlete and NCAA compliance issues with athletic department personnel.

### Minimum Qualifications

- Master's of Social Work (M.S.W.) degree.
- One year of program administration experience.
- Strong interpersonal skills.
- May require teacher certification and/or supervisory experience.

### Desired Qualifications

- Knowledge of the University's academic programs and requirements and its policies and procedures.

This description indicates the general nature and level of work performed by employees in the above job. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.