

**University of South Florida  
 Position Description**

The Position form is used to record the duties, responsibilities, qualifications sought and fiscal impact of classified and non-classified positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form. Please attach a current organizational chart when submitting this form.

**Employee Details**

Employee First Name:	Smith
Employee Last Name:	Jane
Employee ID Number:	00000011111

**Classification Details**

Job/Classification Title:	Academic Advisor
Job/Classification Code:	9503
Career Family:	Academic and Student Services
Salary Plan:	Administration
Salary Plan Code:	21 - Administration
Optional Applicant Documents:	
Salary Band:	E
Supervisor Level (Administration Only):	B1
Suggested hiring range per Classification Specification:	
FLSA:	Exempt
CBU:	29 - Unassigned - A&P and Faculty
Effective Date of Classification Specification: (format mm/dd/yyyy)	4/20/2007
Revised Date: (format mm/dd/yyyy)	
Job Summary:	An Academic Advisor advises students concerning their academic plans and progress, academic schedule, choice of major, and other academic activities and career goals. to assist the student in making decisions

	concerning personal educational goals leading to graduation.
Nature of Work:	This position reports to a Chair, Department Head, or other appropriate administrator at a University of South Florida campus. This is a professional non-instructional advising position supporting an academic department, college, or central advising office on a USF campus. This position requires considerable contact with students through individual interviews, and group meetings and workshops. This contact requires demonstrated human relations and communication skills, and is distinguished by this requirement from advising support positions that are primarily administrative in nature. Academic Advisors are expected to possess extensive knowledge about academic programs, policies, procedures, and student support services within the scope of their responsibilities. They must be able to interpret student needs and provide individualized service, as well as dealing with students who may be confused or demanding.
Examples of Duties:	<p>Advise students individually and/or with groups regarding academic core and/or departmental requirements, appropriate class selection, academic policies and procedures, and campus resources.</p> <p>Assist students with identification of long term goals and career plans. Work to position students to meet requirements for graduation within appropriate periods of time while preparing them to meet future goals.</p> <p>Advise special populations of students within scope of responsibility, such as new or transfer students, undeclared majors, minority groups, etc., assisting in exploration of academic programs, and focusing on academic direction, procedures, policies, and available resources.</p> <p>Maintain advising records and confidential student evaluation records.</p> <p>Utilize USF information systems to support delivery of advising services.</p> <p>Serve on appropriate department, college and/or campus advisory committees.</p> <p>Perform related duties as required or deemed necessary to meet the Academic Advising goals within the Advisor's scope of responsibility.</p>
Minimum Qualifications (Education & Experience):	This position requires a Master's degree in Education, Counseling or academic field directly related to the Advisor's specific responsibilities; or a Bachelor's degree in those same fields with a minimum of one year of progressively responsible experience in advising or related academic functions within higher education. Work experience may not be substituted for the Bachelor's degree requirement for this position.
Special Working Conditions:	
Legal, Licensure & USF Requirements:	

**Position Description Details**

PeopleAdmin ID:	90001111
Position Number:	00017333
Job/Classification Title:	Academic Advisor
Posting Title: (This is the only title that will appear on the posting)	Academic Advisor
Salary Plan:  If this action is for Faculty Adjunct, choose Temporary in this drop down field.	Administration
Department Number/Name:	0-9999-000 College of CBA
Faculty Administrative Code: <b>(For Faculty Positions Only)</b>	Not Applicable
FTE and Standard Hours:	1.00: 40.00 hours
Employee Account Name:	
Dotted Line Supervisor:	
Reports To/Supervisor Title:	
Is this a time limited position?  <b>Staff Positions</b> , choose "Yes" or "No".  <b>Administration, Faculty and Temporary positions</b> , choose "Not Applicable".	Not Applicable
Length of Employment or Contract Months: <i>Administration/Staff/Temporary choose 12 month</i> <i>Faculty - choose appropriate contract month</i>	12 Month
Position's Campus Phone Number: <i>(format should be xxx-xxx-xxxx)</i>	813-974-2000
Position's Campus Mail Point:	USF200 – USF Building
If 'Other', specify Mail Point:  <i>If Mail Point is not listed above please list Mail Point here. Example SVC2172.</i>	
Position's Campus Location Bldg/Room:	USF200

<i>If Location is a remote location please list here Off Camp</i>	
Other Work City:	
Other Work State:	
Other Work Zip:	
Other Work County:	
Effective Date:	12/01/2009
Key Word Search Field: (200 character limit)	
Comments to Compensation and Classification:	
Faculty Function:	N/A
Position Summary:  How would you describe the <b>primary</b> purpose of this position at USF? Briefly summarize this position in two or three sentences including working condition and physical demands.	Responsible for advising students who have declared a major within a specific department in the College of CBA. Works collaboratively with the Academic Advising staff, academic departments, the Center for Academic Advising, Office of Orientation, Student Affairs and the other colleges at USF. As a professional employee, the person must be willing to work beyond normal business hours to serve student needs especially during peak times (registration and orientation). Expected to work on behalf of undergraduate students, a specific department, CAS, and the greater good of the USF community.
Supervisory Responsibility - Position Number of those positions that directly report to this position:	None
Minimum Qualifications (Education & Experience):	This position requires a Master's degree in Education, Counseling or academic field directly related to the Advisor's specific responsibilities; or a Bachelor's degree in those same fields with a minimum of one year of progressively responsible experience in advising or related academic functions within higher education. Work experience may not be substituted for the Bachelor's degree requirement for this position.
Preferred Qualifications (Education & Experience):	Master's degree or Bachelor's degree and at least 2 years of advising experience. Master's degree and prior experience in the Humanities, Social Sciences, and/or Natural Sciences & Mathematics; two years as an academic advisor for a large college or institution. Knowledge of and experience with SUS/USF policies and procedures, and Banner and Oasis experience; strong computer and communication skills; ability to organize multiple projects simultaneously; ability to work well with others.
Preferred Education:	
Preferred Experience:	

Other Preferred Qualifications:	
Knowledge Requirements: What additional Knowledge is needed?	
Certification or Licensure: List any certifications or licensure requirements for this position that are required or preferred qualifications.	
Organizational Unit: Briefly describe below the function and purpose of the organization unit (College, division, department, etc.) that this position reports to. Provide information on the size of the unit using measures appropriate to the work of this organizational unit (employees, student course hours, faculty, budget, clients served, etc.)	The person serving in this position will be part of the College of CBA advising community that includes more than 40 departmental advisors and approximately 15,000 undergraduate CAS students.
Proposed Job/Classification Title:	
Proposed Job/Classification Code:	
Recommended screening questions:	
Confidential (for HR use only):	No
College/Division:	Arts & Sciences
Reports to/Supervisor ID	Jones, Janet – 00000010000
Time Limited:	N/A
Is this position grant-funded?	No
Does this position work at a location other than a USF Campus?	No
Other Work Address:	
Supervisory Responsibility - Job Title of those positions that directly report to this position.	
Start Date:	
Posting Number:	

**PD Responsibilities and Requirements**

**Responsibility for Financial Transactions**

Employees of USF and USF related entities performing assigned functions with financial and/or budgetary

responsibilities and/or having access to financial information and/or assignment of accountable officer responsibilities are required to sign a Code of Conduct for Financial Functions upon commencing employment.

This position has a signature responsibility for approving financial transactions.	No
This position has responsibility for electronic approval of financial transaction.	No
This position is responsible for preparing financial transactions for approval by others.	No
This position has responsibility for reconciliation of financial transactions.	No
This position is responsible for cash transactions (including checks, credit/debit cards, electronic funds transfers, and other financial instruments), fulfilling one of the four roles in the cash management process (record keeping, authorization, custody, or reconciliation.)	No
This position is responsible for developing and managing departmental budget and/or overseeing budget entities.	No
Indicate the approximate combined amount of money for which this position has some financial responsibility on an annual basis:	0
Indicate the approximate combined amount of money for which this position is the budget accountable officer on an annual basis:	0

**Other Specific Requirements for Testing, Certification, or Legal Compliance**

Please check the boxes below to indicate whether any of these specific requirements apply to this position.

Does this position require:	
Specify other requirement(s) and/or driver license type:	

**Position Description Essential/Marginal Functions**

Percent of Duty Total: **100**

**5** Records

% of Time	Responsibility / Duty	Function Type
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50	Provide timely and accurate academic advising for students (first year as well as transfer) in specific majors. Make recommendations regarding issues such as course selection and hours taken per term based on student's professional goals, interests, and previous academic performance. Perform basic statistical analysis and other mathematical calculations pertaining to advising (e.g., GPA and weighted averages, etc.)	Essential
20	Interpret and formulate SUS/USF/TAPS/CAS policies and procedures as related to student advising. Assist in conducting small and large group sessions with students--face to face and via the web--to analyze progress toward completion of academic work requirements at the university, ensuring that students are properly informed regarding specific requirements that must be met for graduation.	Essential
15	Facilitate first year students' pre-registration. Assist in conducting advising portion of orientations. Evaluate IB/AP/CLEP scores and previous academic work of first year and transfer and preparatory/remedial students to insure proper placement in USF courses and to determine how course work can be applied toward satisfying academic work at USF. Communicate and clarify the results of evaluations to individual students or potential students.	Essential
10	Assist with the development and implementation of retention programs that provide the necessary resources to assist students (first year and transfer) in achieving academic success and retaining them at USF. This includes outreach to students regarding midterm grades and academic standing, participation in midterm and registration workshops, and monitoring first and second semester registration of all departmental first year students; development and production of advising materials for students both via the web and paper form. Collaborate with others to collect and interpret data on in-coming students to plan for retention programs. Develop, implement and produce various advising materials for students and advisors, and assist in designing Orientation.	Essential
5	Other duties as defined by department, College of CBA, or university officials.	Marginal

**PD Computer Software Knowledge and Skills**

**3 Records**

Application Name:	Other Application Name:	How is this application used in this position?
Microsoft Excel		Data organization and basic analysis
Microsoft PowerPoint		Presentations
Microsoft Word		Word processing

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Supervisor*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Hiring Authority*

\_\_\_\_\_  
*Name and Classification*

USF is an EO/EA University.

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