

Student Academic Advisor, Job Description

Student Academic Advisors are an integral component of the advising staff in the University Academic Advising Center. Student Academic Advisors, (SAAs) provide advising to students regarding general academic issues/policies and those related to majors. SAAs are expected to participate in all training sessions prior to beginning work and attend monthly staff meetings. SAAs are required to work a minimum of 5 hours each week in the Lecture Hall during the Fall and Spring semesters in which classes are in session. Employment term is considered both Fall and Spring semesters of an academic year. More specifically, SAAs will:

1. Provide general advising for walk-in or scheduled appointments: Help students understand their Degree Progress Reports, explain academic policies/procedures such as add/drop, application for graduation, withdrawal from the university, pass/non-pass, registration information, declaration of major, etc.
2. Provide major advising for walk-ins or scheduled appointments which requires the SAA to be able to review major requirements as listed in the catalog; or to refer a student to the appropriate college office.
3. Participate in Campus Outreach/Involvement with the UAAC by representing the UAAC at Campus Open Houses and Destination Towson events.
4. Each semester plan, design, and execute one Outreach Advising Program presented to a campus student group; complete initial and follow up reports. Complete reports in a timely manner.
5. Participate in the FYE mid-semester group meetings to help FYE Advisors explain and demonstrate the online class registration process, using the degree progress report, and other pertinent information for first year students.
6. Assist UAAC staff with various tasks and projects such as Transfer Student Registration Programs, Orientation Weekend, surveys, research, mailings, copying, and other tasks upon request.
7. Participate in regularly scheduled SAA staff meetings.