

**CENTRAL CONNECTICUT STATE
UNIVERSITY POSITION DESCRIPTION
SUOAF-AFSCME**

POSITION TITLE: Academic Advising and Student Success Specialist

RANK: Administrator III

DEPARTMENT: Advising and Student Success

SUPERVISOR: Director of Advising and Student Success

POSITION SUMMARY

The Academic Advising and Student Support Specialist provides comprehensive, year-round, undergraduate academic advising for full-time and part-time, first year, transfer students and continuing students and assists with the creation of plans to ensure academic progress and persistence to graduation. The Academic Advising and Student Support Specialist also works closely with faculty advisors, the Office of Career Services and the Learning Center to provide support and guidance to all undergraduate students.

SUPERVISION EXERCISED

May supervise support staff and/or student workers.

POSITION RESPONSIBILITIES

- Advises students on academic programs and requirements, resources, policies and procedures.
- Prepares first year schedules for incoming freshmen ahead of New Student Orientation. Participates in new student orientation sessions to share schedules with students and process changes as needed.
- Reviews transfer evaluations to ensure an efficient and smooth transition to CCSU. Conducts comprehensive transfer student registration sessions.
- Assists new and continuing students in developing an integrated academic/career plan which includes declaration of a major. Assists students in developing an Individualized Academic Plan (IAP) that maps out the following two years to graduation after the student has earned 60 credits. Advisors work closely with students to promote graduation in four years where possible and realistic.
- Conducts presentations on general education and University policies and procedures during First-Year Experience classes, and for transfer and returning students. Designs, develops and coordinates outreach activities with students, parents, faculty and other appropriate groups in order to provide information on academic choices.
- Advises students on an individual basis or in a group setting on topics such as: skills identification, values clarification, major exploration and career research. Refers students to appropriate University resources, including additional academic support and counseling services when appropriate.
- Assists students in connecting with the Office of Career Services for experiential learning

opportunities and career support services.

- Administers assessment instruments and interprets assessment results with students. Shares these results with Associate Vice President for Advising and Student Success.
- Assists with the preparation of reports and compilation of student data for assessment. Tracks student performance and progress toward degree by reviewing student advisees' academic progress at least bi-annually. Uses this information to intervene and support the students, inform the faculty advisors of potential issues, and keep the Associate Vice President for Advising and Student Success informed.
- In collaboration with the Learning Center and other appropriate departments, assists with the development and execution of academic support and advising programs which may include tutoring, career/internship advising, career fairs, and resume preparation.
- May assume responsibility for a particular student population.
- Transitions student advisees to their designated faculty advisors. Acts as a resource and support for faculty with questions regarding advising issues.
- Designs and administers follow-up surveys for evaluation and continuous improvement of advising services.
- Creates advising materials for students in collaboration with academic departments and the Office of Marketing and Communications. Updates and maintains web pages for the center and assist s with the maintenance of the School-based web pages to highlight student successes and ensure accurate information as it relates to advising.
- Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

MINIMUM QUALIFICATIONS REQUIRED

Bachelor's degree and two years of experience in relevant student support services. Credentials and/or experience substantially comparable to the above may also be considered.

FLSA Status: Exempt.

01-01-20: Minor changes. No change in rank.

11-10-16: Minor changes. No change in rank.

05-12-09: Created.