

# ADVISOR ROLES AND RESPONSIBILITIES

## Academic Advisor in Academic Colleges

Professional advisor in each academic college. Advise all undergraduate students who have declared a major in the college. Assists with advisement and enrollment of new transfer students, when needed. Specific responsibilities include:

- Serve as a liaison between college and University Advising Center and advisors.
- Maintain up-to-date degree plans for every major/minor in college.
- Assist undergraduate students with all aspects of academic advising as it pertains to major/minor field of study.
- Assists with transfer course evaluations, as deemed appropriate by college departments.
- Coordinate intrusive advising and follow up with students declared in a degree program in the college.
- Assists with Faculty Advisor assignments, as deemed appropriate by college dean/departments.
- Serves as a resource for Faculty Advisors.
- May serve on University Advising Committee.
- Utilize University technology resources to communicate student interactions and to monitor student engagement. Examples: Degree Works and Schedule Planner
- Attend regular training for the various colleges and engage in professional development activities.
- Demonstrate the ability to meet professional competency outcomes.
- Effectively communicate with diverse student populations.
- Contribute to University Advising Center goals and objectives.

## Faculty Advisor

Will provide expert guidance in their program of choice and career interests. Serve as a secondary advisor and will not be responsible for contacting students or ensuring they are enrolled. Specific responsibilities include:

- Provide consultation to undergraduate students pursuing a degree in field of expertise.
- Serve as a resource to college and University Advising Center and advisors on academic course of study.
- Assists with transfer course evaluations, as deemed appropriate by college departments.
- Utilize University technology resources to communicate student interactions and to monitor student engagement. Examples: Degree Works and Early Academic Alert

# Academic Advisor in the University Advising Center

Professional advisor who advises all incoming freshmen, undeclared students, and transfer students with fewer than 15 earned credit hours. Will assist and serve as a gateway in advising students moving towards a major. Specific responsibilities include:

- Assist new students with preparing to attend NSU through all aspects of enrollment and orientation.
- Provide undergraduate advisement regarding classes, choosing a major, degree audits and future careers.
- Advise students regarding university policies and provide instructional assistance in the use of the self-serve programs used by NSU.
- Coordinate with other advisors in the "Shared dual" model to ensure students receive accurate information.
- Utilize University technology resources to communicate student interactions and to monitor student engagement. Examples: Degree Works and Schedule Planner
- Attend regular training for the various colleges and engage in professional development activities.
- Demonstrate the ability to meet professional competency outcomes.
- Effectively communicate with diverse student populations.
- Serves as a resource for Academic and Faculty Advisors.
- May serve on University Advising Committee.
- Contribute to University Advising Center goals and objectives.

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