

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: COORDINATOR, STUDENT ADVISING

Reports To: Designated Supervisor

UW Job Code: 3024

UW Job Family: 35 - Student Service Management Support

SOC Code: 21-1012

FLSA: Exempt

Pay Grade: 20

Date: 7-1-01 (revised 7-1-04; 11-14-12; 1-1-18)

JOB PURPOSE:

Coordinate and administer career and/or academic advising functions for University of Wyoming students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide academic, personal, and/or career advising to students.
- Some positions may assist with the assignment of faculty advisors; conduct advisement training seminars for faculty advisors.
- Some positions advise undeclared, probationary, conditionally admitted, suspended, or reinstated students to help identify and overcome their academic difficulties; conduct follow-up sessions.
- Some positions identify and contact via telephone and on-site visits prospective employers or students for job recruitment/resume referrals of University of Wyoming students for permanent or intern/cooperative education positions; compile recruitment program information from employers and students.
- Some positions meet with students experiencing career indecision; administer and interpret career advising-related assessments; provide an interview process to assist students in improving skills; conduct follow-up sessions.
- Responsible for review and approval of student forms, as directed; evaluate transcripts and perform degree checks, as directed.
- Assist with the program activities.

SUPPLEMENTAL FUNCTIONS:

- Keep up to date on University and College policies and regulations regarding degree requirements.
- Assist with special projects, as directed.
- Serve on committees, as directed.
- Perform other duties as assigned.

COMPETENCIES:

- Attention to Detail
- Sensitivity
- Service Orientation
- Influence
- Integrity
- Analysis/Problem Identification

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in Counselor Education, Counseling, or Psychology-related program, or a related field**

Experience: **1 year work-related experience**

Required licensure, certification, registration, or other requirements:

- **Some positions may require a Wyoming State Counselor License**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- University curriculum and academic policies and procedures related to academic processes within assigned department.
- Academic and career advisement procedures.
- Academic standards governing probation, suspension, and/or expulsion.
- Public relations, marketing or job recruitment strategies.
- Applicable legislation, standards, policies and procedures within specialty areas.
- Various sources and procedures for obtaining student financial aid.
- Federal and state employment laws and regulations, and public sector employment policies and procedures.
- Student therapy and psychological assessment tools and methods.
- Equal opportunity and affirmative action programs.
- University academic course development, planning, and teaching.
- Computerized information systems used in career and education advising applications.
- Problem solving and academic performance improvement techniques and processes.
- Assessment tools.
- Admissions standards.
- Applicable computer formats, systems, and software in use in area of specialty.
- Website development and maintenance.
- Student recruitment and retention issues.

Skills and Abilities to:

- Effective communication and use interpersonal skills.
- Ability to interview and advise students.
- Provide therapy and psychological counseling to students.

- Manage time and establish priorities.
- Evaluate and analyze program-related information.
- Analyze course prerequisites, certification, and/or curriculum/graduation requirements.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Investigate and analyze information and draw conclusions.
- Develop, plan, and implement short- and long-range goals.
- Work effectively with a variety of populations in a diverse community.
- Effectively counsel students with academic and/or career difficulties.
- Develop and deliver presentations.
- Analyze and solve problems.
- Examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures.
- Oversee, review, and evaluate student admissions screening processes.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment.

DISTINGUISHING FEATURES:

Credentials Analyst/Academic Advisor: Under limited supervision within the Registrar's office, evaluates academic records of University of Wyoming students to validate college course credits. Provides academic advising, as directed. Provides routine answers to advising questions. Typically has limited authority for independent judgment and decision-making.

Coordinator, Student Advising: Under limited supervision coordinates and provides academic career and/or advising functions within assigned department for University of Wyoming students. Assists with program goals and objectives, as directed.

Coordinator, Senior, Student Advising: Under very limited supervision coordinates and provides career and/or academic advising functions for University of Wyoming students. Responsible for one or more additional program management functions.

Manager, Student Advising: Independently manages the operational, financial, and personnel functions for a designated unit. Develops and implements a comprehensive advising plan for University of Wyoming Students.

Associate Director, ACES: Provides leadership in the administration of the Academic Career and Exploratory Studies center. Develops and administers department goals and objectives relating directly to academic and career advising of students.

Academic and Career Counselor: Independently coordinates and administers career counseling functions for University of Wyoming students by utilizing professional advising and guidance skills.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.