

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Academic Advisor	SALARY GRADE:	HU-10
DATE REVISED:	December 1, 2014	EEO CODE:	02
JOB CODE:	5007	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: The purpose of this position is to counsel students and/or staff and provide group educational and vocational guidance services.

SUPERVISORY AUTHORITY: Involves no responsibility or authority for the direction of others.

NATURE AND SCOPE: Internal contacts may include senior administrators, faculty, students and staff. External contacts may include vendors, consultants and the general public.

PRINCIPAL ACCOUNTABILITIES:

Counsel students and/or staff to help them understand and overcome personal, social, or behavioral problems affecting their educational or vocational situations.

Provide crisis intervention to students when difficult situations occur at schools.

Confer with parents or guardians, teachers, administrators, and other professionals to discuss student's progress, resolve behavioral, academic, and other problems, and to determine priorities for students and their resource needs.

Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.

Prepare students for later educational experiences by encouraging them to explore learning opportunities and to persevere with challenging tasks.

Evaluate students' or individuals' abilities, interests, and personality characteristics using tests, records, interviews, or professional sources.

Identify cases of domestic abuse or other family problems and encourage students or parents to seek additional assistance from mental health professionals.

Counsel students regarding educational issues, such as course and program selection, class scheduling and registration, school adjustment, truancy, study habits, and career planning.

Provide special services such as alcohol and drug prevention programs and classes that teach students to handle conflicts without resorting to violence.

Conduct follow-up interviews with counselees to determine if their needs have been met.

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Performs other related duties as assigned.

CORE COMPETENCIES: Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Competence in both oral and written English to communicate in a clear and concise manner.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and the community.

MINIMUM REQUIREMENTS: Bachelor's Degree required and relevant 1-3 years of experience. 8 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation & Performance Management