



**University of Houston-Downtown
Job Description**

Job Title: Academic Advising Assistant
FLSA Category: Non-Exempt
Grade: 21
Job Code: 5021

DUTIES

Job Summary: Identifies, recruits and advises participants in grades 6-9 on secondary school completion and postsecondary school enrollment opportunities

Duties and Responsibilities:

- Identifies/recruits intermediate/middle school students
- Develops and implements workshops for students regarding postsecondary school and financial aid opportunities
- Assists with the coordination and implementation of Summer Enrichment Activities
- Assesses students' academic, personal and career needs and develop a plan of support
- Assists with the planning and implementation of college/cultural enrichment field trips
- Documents services and maintains files on students

Marginal Functions: All other duties as assigned

REQUIREMENTS

Education: Associate's Degree or 60 college hours, in related field

Experience: Minimum of 1 year

Licenses/Certification: None required

PHYSICAL DEMANDS

Environmental Conditions

Working conditions: Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.

Physical Effort: Position is physically comfortable; individual has discretion about walking, standing, etc.

Physical Risk: Work environment involves minimal exposure to physical risks.