



University of Houston-Downtown Job Description

Job Title: Academic Advisor I
FLSA Category: Exempt
Grade: 22
Job Code: 2144

DUTIES

Job Summary: Counsels and advises students on academic issues relating to their major. Compiles and organizes data relevant to the number of students declaring majors.

Duties and Responsibilities:

- Provides academic advising for new, transfer, and continuing students
- Discuss linkage between academic preparation and the work of work
- Communicate university policies and procedures
- Be familiar with TSI policies as it relates to UHD
- Assist with First Time College (FTIC) Orientation
- Audit database with applications for major declarations
- Provide declaring major reports

Marginal Functions: All other duties as assigned

REQUIREMENTS

Education: Baccalaureate Degree

Experience: Minimum of one (1) year in related work experience

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.