



**University of Houston-Downtown  
Job Description**

Job Title: Academic Advisor III  
FLSA Category: Exempt  
Grade: 24  
Job Code: 2146

**DUTIES**

Job Summary: Advises and assists students in mapping out their educational career and meeting their educational goals

Duties and Responsibilities:

- Advises new, transfer and continuing students on academic matters such as course selection and degree declaration
- Creates official degree plans for declared students
- Processes and verifies graduation applications
- Participates in on and off campus recruiting activities with Houston area community colleges and high schools
- Evaluates transcripts for incoming undergraduate and post-baccalaureate students

Marginal Functions: All other duties as assigned

**REQUIREMENTS**

Education/Experience: Baccalaureate Degree with five (5) years of related experience or Master's Degree in related field with three (3) years of related 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.