

Academic Advisor II

- KAshtabula Campus - Ashtabula
- Staff/Unclassified
- Closing on: Aug 31 2025
- 986241
- Student Services Administration - Ashtabula Campus [200057]

Job Title:

Academic Advisor II

Physical Location:

Ashtabula Campus - Ashtabula, OH

Salary:

\$50,718 - \$54,225

Basic Function:

Provide academic advising to a diverse population of students. Reports to designated supervisor.

Additional Basic Function – if applicable:

ADVISE CURRENT AND PROSPECTIVE STUDENTS REGARDING INTERPRETATION OF PLACEMENT ASSESSMENT, CURRICULAR REQUIREMENTS RELATED TO ACADEMIC OBJECTIVES, CAREER OPTIONS AND REGISTRATION PROCEDURES.

Examples of Duties:**Duties/essential functions may include, but not be limited to, the following:**

Advise current and prospective students regarding interpretation of placement assessment, curricular requirements related to academic objectives, career options and registration procedures.

Work with and approve student requests for a variety of academic actions.

Assist in the implementation of intervention, referral, and retention programs for students; establish and implement referral and follow-up procedures.

Assist with probation, dismissal, and reinstatement procedures; make recommendations on specific cases.

Review student academic progress and recommend specific actions regarding academic and career goals.

Review/discuss evaluated transcripts for applicability of transfer credit to Kent State.

Present or participate in workshops on academic skills, study skills, and expectations for students.

Assist students in resolution of difficulties regarding degree program, policies and procedures.

Represent unit at programs and functions.

Monitor and stay current on applicable laws, policies and procedures (e.g. FERPA).

Maintain and update student files, records and data in accordance with federal, state and university regulations.

Serve on various college/school/campus and university committees; attend and report back to assigned unit.

May supervise students and/or provide functional guidance of support staff or other employees who work on a project or assignment on a temporary or intermittent basis.

May train new student advisors.

Conduct athletic eligibility audits to ensure NCAA regulatory compliance (Kent Campus only).

Assist in academic advising and recruiting programs and activities (e.g. student events, outreach programs and activities, etc.).

May supervise, train and oversee new academic advisors and/or peer advisors and graduate students.

Attend and successfully complete university-provided training and professional development.

Perform related duties as assigned.

Additional Examples of Duties – if applicable:

Minimum Qualifications:

Master's Degree in a relevant field. Minimum of two years of student advising or related experience in higher education to include experience working with and interacting with diverse student populations is required.

License/Certification:**Knowledge Of:**

Desktop software (i.e. Microsoft Office Suite); web-based systems; KSU student systems
Probation, dismissal, and reinstatement procedures *

Higher education learning models, programs, schools/colleges, organizational structure *
Curriculum/college/department/campus/school; degree requirements and knowledge of
assigned area(s) majors *

Core advising competencies, including: policies/procedures/curriculum associated with
assigned area (university, regional campus, college, school); technology/systems
proficiency; KSU organizational knowledge – including basic working knowledge of KSU
referral network and resources; student development theory; leadership styles and
theories *

Skill In:

Student advocacy*

Written and verbal interpersonal communication and public relations skills – including
group presentation skills *

Communication/conflict management skills *

Organizing information and projects; assists in planning and implementation
(projects/programs include, but are not limited to: orientation program, probation, post-
secondary, transfer, special and target populations, FYE, learning communities,
graduation, and admissions)

Problem solving

Adhering to deadlines

Work independently and effectively in collaborative groups and provide
initiative/leadership as appropriate *

Student recruitment / outreach / retention through active participation and initiative in
unit/university sponsored events *

Applying confidentiality/FERPA *

Ability To:

Run reports and provide appropriate report analysis*

Apply higher education learning models, programs, schools/colleges, organizational structure*

Effectively communicate the complexity of curriculum in assigned area(s)

Apply knowledge of confidentiality/FERPA, communication/negotiation

Identify and mitigate complex problems(s) and use the full array of organizational resources appropriately*

Apply student recruitment/outreach/retention skills*

Demonstrate comprehensive core advising competencies-including: policies/procedures/curriculum associated with assigned area (university, regional campus, college, school); technology/systems, proficiency; higher education organizational knowledge-including working knowledge of higher education referral network and resources; student development theory; leadership styles and theories*

Work with diverse populations of students to identify and actively refer students to appropriate academic and career resources *

Work collaboratively with university departments and academic units; intermediate ability to build awareness of resources and fully developed ability to build relationships *

Prioritize work with a high degree of initiative and independence *

Participate in research on a variety of academic program issues *

Work independently and as part of a team

Possess considerable attention to detail, a high level of quality control, and maintain a high customer-focus with contacts *

Assimilate and maintain confidential data *

Manage multiple projects, assignments, and responsibilities *

Actively participate and successfully complete university-provided and external training and professional development *

Determine/understand/provide an array of career advising resources based on individual student needs *

Demonstrate proactive ability to refer a student for further assessment and assistance through Career Services *

Preferred Qualifications – if applicable:

College level advising experience.

Assessments:

Asterisk (*) indicates knowledge, skills, abilities which may require assessments. Assessments could take the form of interview questions, a request to provide work samples or a written or practical test to assess job related competencies.

Working Conditions / Physical Requirements:

None

Working Schedule:

Additional Information:

Must pass a security check.

Value Statement

Kent State University is committed to creating a community that is culturally and intellectually diverse and to attracting and retaining a diverse staff. We strive to create and maintain working and learning environments that respect differences, and are inclusive, welcoming, respectful and kind.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic pr