

Non-Classified Central Pool Justification Form



Institution:	Arkansas Tech University	Date:	4/30/2014
Requested Authorized Title:	Academic Advisor (2 Positions)	LIM:	\$76,868
Working Title:	Academic Advisor	Estimated Salary Range:	\$36,000-\$45,000

Board Approval Date	April 17, 2014
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Justification

With the fall of 2013, the scope of Arkansas Tech University's Academic Advising Center was expanded to include advising all incoming undergraduate students until the student has earned 60 credit hours. The reorganization was implemented to advance institutional and state initiatives in increasing retention and graduation rates. Academic Advisors are responsible for the initial and continued advisement of all undergraduate students until their sophomore year, along with, mapping academic progress, monitoring remediation placement and success, scholarship retention initiatives, identifying and graduating long-term students, and many other on-campus retention and graduation efforts. To fully staff this reorganization, additional staff is needed to keep advising loads reasonable.

Educational Requirements

Master's degree from an accredited college or university in College Student Personnel or Counseling is preferred. Academic Advisors with experience in the higher education environment and knowledge of the BANNER student records system are preferred. Academic Advisors must possess excellent oral and written communication skills, and proficiency with relevant technology.

- Duties**
- Manage an advisor load of up to 350 students across all associate and bachelor degree programs.
 - Ability to advise students regarding university regulations and procedures for degree attainment in all academic departments.
 - Ability to address school, work, and home/family life issues that may impact a student's success.
 - Ability to advise students regarding general education requirements and transferability of coursework between internal degree programs.
 - Command of document analysis to evaluate course transfer standards for incoming and outgoing transfer students.
 - Ability to educate students on curriculum requirements and provide guidance in identifying student deficiencies required for meeting graduation requirements.
 - Command over interpreting policies and the ability to recommend procedural changes in student service processes as necessary.
 - Command in office administration and acceptable organizational behavior.

Additional Information

Both Academic Advisors will be new hires to support expanded operations. Academic Advisors will report directly to the Academic Advising Center Director.

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Decision (for official use only)	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
<input type="checkbox"/> Approved with modifications	<input type="checkbox"/> Deferred
Justifications	

Signatures (for official use only)			
Institutional Finance		Date:	
ADHE Director		Date:	