



DESCRIPTION:	Advisor		
DEPARTMENT:	Academic Affairs		
REPORT TO:	Director – Advising Center		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	# 401130	DATE APPROVED:	26-APR-2021
		DATE MODIFIED:	17-MAR-2025

SUMMARY: Provides academic advisement and intervention to support student success for prospective and current students of Western New Mexico University.

DUTIES:

1. Provides academic guidance, assistance, and advising to new, current, probationary, and returning students.
2. Assists students with course selection and schedule adjustments based on known as well as unknown major.
3. Provides academic support and advice including explaining and assisting with procedures for student appeals, academic student and faculty issues and concerns, career planning, academic choices, and degree audits, and assists with resolving issues and facilitating planning.
4. Meets with prospective students to discuss the student's career and/or academic goals and objectives with respect to Western New Mexico University's program offerings.
5. Schedules advisement appointments with students. Provides guidance and advice for methods to improve academic performance.
6. Answers inquiries from prospective students about academic programs, including inquiries related to licensure for professional programs.
7. Performs informal transfer evaluations to draft degree plans for students prior to admission and/or prior to completion of an official transfer evaluation.
8. Performs short term crisis intervention advising students in personal areas including but not limited to stress management, self-esteem, time management, anxiety, and life change adjustments. Refers students to appropriate social service agency, community service, or support organization.
9. Acts as a contact person between the University community and local community. Participate in recruitment activities. Serves on faculty and staff committees, advisory boards, and process management teams.
10. Responsible for program development including Academic Alert, orientation, and/or manual updating.
11. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's Degree in related field with 2 years of experience in a college level academic support setting. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of the principles, practices, techniques, and methods of advising. Knowledge of the basic program content and requirements of degrees offered. Considerable knowledge of college readiness standards and initiatives. Ability to keep complex records, to assemble and organize data of complex nature, and to prepare and submit reports in acceptable formats. Ability to establish and maintain good working relationships. Ability to work independently with little to no supervision. Knowledge of safety and security precautions

appropriate to work performed. Must have solid demonstrated knowledge of administrative functions. Must be knowledgeable of University policies. Must be able to maintain a high level of confidentiality. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.

3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete the Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)