

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: MANAGER, ACADEMIC ADVISING

Reports To: Designated Supervisor

UW Job Code: 7305

UW Job Family: 35 - Student Service Management Support

SOC Code: 21-1012

FLSA: Exempt

Pay Grade: 23

Date: 3-1-18

JOB PURPOSE:

Manage the operational, financial, and personnel functions of a designated unit; manage, coordinate, develop and implement the comprehensive advising plan for designated University of Wyoming students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise program staff including hiring, training, and evaluation; develop and administer program budget allocation and expenditures. Provide guidance and training to staff of academic and/or career advisors.
- Manage, coordinate, develop and implement a comprehensive advising program for University of Wyoming students to include areas such as academic advising, career advising, job referrals, internships, cooperative education opportunities, and summer employment.
- Administer and achieve program goals and objectives; apply and ensure compliance with University advising regulations and procedures.
- Provide direct assistance to students through advising; conduct follow-up sessions, as necessary; provide information to student organizations, classes, parents and others through workshops, orientations, and other formats.
- Serve as liaison, establish and develop effective relationships with students, faculty, department heads, deans, and others, both on- and off-campus; including community colleges and other front-range colleges. Integrate faculty advising into overall program concept.
- Negotiate solutions to complex problems; deal with difficult situations and people.
- Write, edit or select informational materials for assigned program.
- Provide instruction in the use of online resources for academic and career information; explain University of Wyoming programs of study and resources.

SUPPLEMENTAL FUNCTIONS:

- Keep up to date on any new or changed policies, procedures, or laws affecting advising and train support staff on the same.
- Some positions may provide training to campus staff, peer advisors and/or interns in advising functions.
- Participate on university committees.
- Assist with special projects.
- Perform other duties as assigned.

COMPETENCIES:

- Formal Presentation Skills
- Initiative
- Technical/Professional Knowledge
- Influence
- Individual Leadership
- Service Orientation

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in Psychology, Counseling, Counselor Education, Student Personnel, or a related field.**

- **Master's degree is preferred.**

Experience: **5 years work-related experience**

Required licensure, certification, registration, or other requirements:

- **Some positions may require a Wyoming State Counselor License**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- University, state and federal policies, procedures and regulations.
- University curriculum, techniques and methods for student advising.
- Academic standards governing student probation, suspension, and/or expulsion.
- Admissions standards.
- Student recruitment and retention issues.
- Academic advisement procedures.
- Staff hiring procedures.
- Peer counseling/tutoring processes and methods.
- Budgeting cost estimating, and fiscal management principles.
- Project coordination, assessment, goals and strategy.
- Academic counseling regulations, processes, procedures, and assessments.
- Workshop, orientation, and program development, implementation, supervision, and assessment.
- Problem-solving techniques and practices.
- Online resources for academic and career information.

Skills and Abilities to:

- Manage budgets, plan project coordination, assessment, goals and strategies.
- Interpret, adapt and apply guidelines and procedures.
- Develop, plan, and implement short- and long-range goals.
- Foster a cooperative work environment.
- Work effectively with a wide range of constituencies in a diverse community with strong interpersonal and communication skills.
- Make administrative and procedural decisions and judgments on sensitive, confidential issues.
- Examine and re-engineer operations and procedures, formulate policy, develop and implement new strategies and procedures.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Use computers, preferably in a PC, Windows-based operating environment.
- Access and interpret individual client needs and make appropriate referrals to internal or external sources.
- Travel from location to location.

WORKING CONDITIONS:

No major sources of discomfort; standard office environment. Travel may be required; occasional exposure to weather or traveling hazards.

DISTINGUISHING FEATURES:

Credentials Analyst/Academic Advisor: Under limited supervision within the Registrar's office, evaluates academic records of University of Wyoming students to validate college course credits. Provides academic advising, as directed. Provides routine answers to advising questions. Typically has limited authority for independent judgment and decision-making.

Academic Advising Professional: Under limited supervision coordinates and provides academic career and/or advising functions within assigned department for University of Wyoming students. Assists with program goals and objectives, as directed.

Academic Advising Professional, Senior: Under very limited supervision coordinates and provides career and/or academic advising functions for University of Wyoming students. Responsible for one or more additional program management functions.

Academic and Career Counselor: Independently coordinate and administer career counseling functions for University of Wyoming students by utilizing professional advising and guidance skills.

Manager, Academic Advising: Independently manages the operational, financial, and personnel functions for a designated unit. Develops and implements a comprehensive advising plan for University of Wyoming Students.

Associate Director, ACES: Provides leadership in the administration of the Academic Career and Exploratory Studies center. Develops and administers department goals and objectives relating directly to academic and career advising of students.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.