Academic Advisor: 36573BR

Davis College – Agricultural and Applied Economics

Position Description:
Performs academic advising, educational, professional, or other basic academic advising or training at the individual or group level as appropriate. Work is performed under supervision with performance based on individual advising effectiveness and overall program results obtained.

Major/Essential Functions:

- Meet with students to plan course schedules
- Assist students with changing adding, and dropping classes
- Assist students with registration process
- Assist with Red Raider Orientation
- Communicate with students about registration systems
- Communicate with students and faculty about academic issues
- Follow up with students of risk
- Handle all exit procedures/interviews
- Maintain database of graduates
- Assist with the completion of forms for graduation, etc.
- Handle recruitment inquiries
- Create recruitment materials

Supervising Subordinates:
This position will not supervise other employees.

Required Knowledge, Skills, and Abilities:
The successful employee will be able to use TTU platforms for advising, registration, academic information, and communication (Raider Success Hub, DegreeWorks, RaiderLink, Xtender, etc.) as well as have experience working with PDFs and Microsoft platforms (Excel, Word, Outlook, Teams, etc.). They will also be able to problem-solve and establish relationships with students.

Preferred Knowledge, Skills, and Abilities:
The successful candidate will understand academic requirements and degree program requirements and limits.

Required Qualifications:
Bachelor's degree required

Box 42132 | Lubbock, Texas 79409-2132 | T 806.742.2821 | F 806.742.1099

Preferred Qualifications:
One year of related experience
Related experience in academic advising

To Apply
Please apply online at https://www.texastech.edu/careers/hr, referencing requisition
number 36573BR.

Box 42132 | Lubbock, Texas 79409-2132 | T 806.742.2821 | F 806.742.1099