

## Job Description

A job description is used for determining correct classification or grade level and for recruitment, employee training, and employee evaluation purposes. It is maintained as an official record of the duties assigned to a position.

### For HR Use Only

Approved Payroll Title:	Effective Date:
Title Code:	Bargaining Unit:
Personnel Program:	Grade:
HEERA Code:	Reviewer:
FLSA	Review Date:

Request For:                      Recruitment

### Employee Information

Last Name:	Professional Academic	First Name:	
Payroll Title:	Advisor I	Title Code:	4353
Working Title:		Bargaining Unit:	99 NO BARGAINING UNIT
Department Name:			

### Contact Information

Supervisor Last Name:	Supervisor First Name:
Department Head Last Name:	Department Head First Name:
Other Contact (if applicable) Last Name:	Other Contact First Name:
Primary Contact:	Primary Contact Email Address:
Primary Contact Telephone:	

### Position Information

Payroll Titles of Those Supervised: FTE Appointment Type

#### Special Requirements:

- Critical position (background investigation REQUIRED for all critical positions)
- Valid California Drivers License required
- Public driving record required (regular driving/class/certificate)
- Safety sensitive position - drug testing required
- Dependent abuse statement required

#### Special Conditions of Employment:

- Overtime
- Shift work
- Travel
- Travel outside of normal business hours
- Other

If Other, provide description

#### Equipment, Machines, Tools or Motor Vehicles Used:

Personal computer, printer, photocopier, telephone, FAX machine, typewriter,

calculator, paper shredder

Level of Supervision Received: General Supervision

**Position Purpose:**

Under the supervision of the appropriate Life Science Supervising Advisor, the incumbent is responsible for academic advising of undergraduates in the Life Sciences majors using the principles of developmental academic advising and knowledge of teaching and learning theory working to promote student development and academic success. The primary areas of responsibility include: advisement of potential and enrolled students; monitoring of each student's progress toward degree completion; informing students, faculty and staff of the policies and procedures pertaining to undergraduate student affairs; referring students to appropriate support services, analyzing academic trends and working with other advisors and departments to meet student advising needs. Participates in the preparation and/or maintenance of descriptive materials for majors. Responsible for representing the Life Sciences departments at outreach and retention activities including recruitment, orientation, and advising events (Bear Facts, Bear Tracks, Academic Success Workshops, Major Choice Workshops, Discovery/Welcome Days, college fairs) and other group and individual advising activities.

**Essential Job Functions**

Describe each essential job duty. List in descending order of importance and use percentages of not less than five (5) percent to estimate the amount of working time required on an annual basis. The total must equal 100%.

**70% Administration of Enrolled Student Majors**

Serves as the professional academic advisor for majors and minors in the Life Sciences using developmental academic advising principles to assist students to examine, clarify and meet their educational, career and life goals in light of student strengths and interests while reinforcing student self-direction, motivation, achievement and self sufficiency. Provides initial communication and program planning for entering freshmen and transfer students by interpreting past work and current test scores and communication of university expectations.

Examines trends in student success and determines appropriate programming to provide adequate advising services for students including recommendation of appropriate faculty mentors. Provides orientation for future interaction with advisors, faculty and staff. For students in academic difficulty, works to determine reason(s) for academic difficulty and offers advice and appropriate referrals regarding methods to improve academic record.

Responsible for on-going monitoring of degree requirement satisfaction by students in the various major programs. Assists students in interpreting their academic progress toward timely completion of requirements (university, college and major). Explains the degree requirements for the various majors to students interested in transferring into Life Sciences majors or minors. Reviews and evaluates the student's eligibility for transfer, and processes change of major petitions including double majors.

Explains the policies and procedures of the Life Sciences majors, the College of Natural and Agricultural Sciences, Office of the Registrar, and other campus departments.

Prepares summaries of transfer courses and units of entering transfer students. Communicates with College of Natural and Agricultural Sciences staff and Office of Admissions staff to correct errors in transfer course evaluations.

Serves as liaison to the College of Natural and Agricultural Sciences, Office of the Registrar, Undergraduate Admissions, and other campus departments.

Maintains student academic records including inputting data into the Student Information System (SIS+) to correct the information displayed in the degree audit screens.

Confirms completion of degree requirements via a final review of the SIS+ audit screens.

Reviews records of students in academic difficulty to determine eligibility to continue in Life Sciences majors.

Signature authorization for enrollment revisions (Enrollment Adjustment Form) in usual cases; defers to faculty advisors when review of the student's record warrants special action.

Maintains the confidentiality of student academic records.

Enrolls students into courses via SIS+ during registration periods.

Refers students to other campus agencies (Medical and Health Careers Program; Learning Center; Counseling Center, Career Center, CNAS Undergraduate Research Office, Financial Aid and Science and Math Initiative) as appropriate.

Has primary responsibility for representing Life Sciences majors at outreach activities including recruitment, orientation, and advising events (Bear Facts, Bear Tracks, Discovery/Welcome Days, college fairs), and other workshops for student majors.

As needed or requested, prepares information and analytical reports for administrators or Life Sciences faculty, Manager or

Associate Dean of CNAS Student Academic Affairs Office.  
Attends student affairs meetings conducted by campus departments.

### 25% Maintenance of Descriptive/Recruitment Materials

Develops and maintains descriptive materials for recruitment and retention purposes including development and maintenance of web material.

As needed or requested, composes or prepares correspondence for self, faculty advisors, Manager or Associate Dean of CNAS Student Academic Affairs Office that is directed to current and prospective students, college office, and other campus departments.

### 5% Other Duties as Assigned

### Required Skills, Knowledge, Abilities, and Competencies

1. Bachelor's degree or equivalent combination of education and academic advising or related experience; and knowledge and abilities essential to the successful performance of the duties assigned to the position.
2. Skill in effectively analyzing and interpreting policies, practices and guidelines for multiple academic programs.
3. Skill in working independently and following through on assignments with minimal direction.
4. Ability to effectively, professionally, and tactfully interact and communicate, both orally and in writing, with students, faculty, staff and visitors. Skill in independently composing letters, memos, reports, and other written communication materials using correct spelling, grammar, punctuation, composition, text editing, and proofreading skills.
5. Skill in accurate record keeping with strict attention to detail. Skill in organizing tasks, documents and materials with efficiency and accuracy.
6. Ability to work independently while maintaining cooperative working relationships with co-workers in a team environment.
7. Demonstrated computer proficiency using Microsoft Office (Word, Excel, Access) or other equivalent software, the internet, e-mail messaging, and web-based software applications.
8. Demonstrated experience using an online student information system.
9. Ability to maintain strict confidentiality at all times.
10. Demonstrated skill in expressing ideas clearly and convincingly.
11. Demonstrated ability to work effectively in a service environment that is subject to frequent interruptions. Skill in setting priorities that accurately reflects the relative importance of job responsibilities.
12. Knowledge of the applicable federal and state regulations governing areas related to the responsibilities of the position including the Federal Education Rights and Privacy Act (FERPA).
13. Hired applicant must be able to successfully pass a background check through the Department of Justice.

List any licenses, certificates, degrees or credentials required by law or University regulations.

### Preferred Skills, Knowledge, Abilities, and Competencies

1. Knowledge of the applicable University of California policies and procedures governing areas related to the responsibilities of the position.
2. Demonstrated experience with online Student Information System (SIS+).
3. Bachelor's degree and academic advising experience strongly preferred.

### Certification of Employee

I certify that the foregoing information is correct and complete and describes my job as I understand it.

Employee Signature

Date

### Signature Authority

Certification of Immediate Supervisor and Department Head: I certify the foregoing information is accurate and complete.

Supervisor Signature

Date

Department Head Signature

Date



University of California, Riverside  
Human Resources

JobDescription  
[humanresources.ucr.edu/jdt](http://humanresources.ucr.edu/jdt)

(11/2002)

## Job Description

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Title Code:	Bargaining Unit:
Personnel Program:	Grade:
HEERA Code:	Reviewer:
FLSA	Review Date:

Request For:            Recruitment

### Employee Information

Last Name:	Professional Academic	First Name:	
Payroll Title:	Advisor II	Title Code:	4353
Working Title:		Bargaining Unit:	99 NO BARGAINING UNIT
Department Name:			

### Contact Information

Supervisor Last Name:	Supervisor First Name:
Department Head Last Name:	Department Head First Name:
Other Contact (if applicable) Last Name:	Other Contact First Name:
Primary Contact:	Primary Contact Email Address
Primary Contact Telephone:	

### Position Information

Payroll Titles of Those Supervised: FTE Appointment Type  
PAA I (3), Career, 100% FTE,

#### Special Requirements:

- Critical position (background investigation REQUIRED for all critical positions)
- Valid California Drivers License required
- Public driving record required (regular driving/class/certificate)
- Safety sensitive position - drug testing required
- Dependent abuse statement required

#### Special Conditions of Employment:

- Overtime
- Shift work
- Travel
- Travel outside of normal business hours
- Other

If Other, provide description

Equipment, Machines, Tools or Motor Vehicles Used:

Personal computer, printer, photocopier, telephone, FAX machine, typewriter, calculator, paper shredder

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Level of Supervision Received: General Supervision

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**Position Purpose:**

Under the supervision of the CNAS Academic Advising Specialist, the incumbent is responsible for management of a Life Sciences academic advising pod. Responsible for creating and implementing appropriate programming to facilitate advising for undergraduates in the Life Sciences majors using the principles of developmental academic advising and knowledge of teaching and learning theory working to promote student development and academic success. Also responsible for academic advising of students in Life Science majors with primary areas of advisor responsibility including advisement of potential and enrolled students; monitoring of each student's progress toward degree completion; informing students, faculty and staff of the policies and procedures pertaining to undergraduate student affairs; referring students to appropriate support services, analyzing academic trends and working with other advisors and departments to meet student advising needs. Responsible for resolution of unusual advising situations including petition review and approval, withdrawal, Education Abroad Program, Planned Undergraduate and Educational Leave Program approvals. Responsible for development and management of programs designed to enhance academic advising to target population including tracking and increasing CNAS Life Science student persistence, retention and graduation rates. Primary responsibility for hiring, training, supervising, performing performance evaluations and grievance resolution for all managed personnel.

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**Essential Job Functions**

Describe each essential job duty. List in descending order of importance and use percentages of not less than five (5) percent to estimate the amount of working time required on an annual basis. The total must equal 100%.

**20% Supervision of Professional Academic Advisors**

Supervise and direct the activities of three Life Science academic advisors including hiring, assigning work, evaluating performance, recommending annual merit increases, recommending reclassification, initiating disciplinary actions, and resolving complaints and/or grievances.

**50% Administration of Enrolled Student Majors**

Serves as the professional academic advisor for majors and minors in the Life Sciences using developmental academic advising principles to assist students to examine, clarify and meet their educational, career and life goals in light of student strengths and interests while reinforcing student self-direction, motivation, achievement and self sufficiency. Provides initial communication and program planning for entering freshmen and transfer students by interpreting past work and current test scores and communication departmental expectations.

Examines trends in student success and determines appropriate programming to provide adequate advising services for students including recommendation of appropriate faculty mentors. Provides orientation for future interaction with advisors, faculty and staff. For students in academic difficulty, works to determine reason(s) for academic difficulty and offers advice and appropriate referrals regarding methods to improve academic record.

Responsible for on-going monitoring of degree requirement satisfaction by students in the various major programs. Assists students in interpreting their academic progress toward timely completion of requirements (university, college and major). Explains the degree requirements for the various majors to students interested in transferring into Life Sciences majors or minors. Reviews and evaluates the student's eligibility for transfer, and processes change of major petitions including double majors.

Explains the policies and procedures of the Life Sciences majors, the College of Natural and Agricultural Sciences, Office of the Registrar, and other campus support departments.

Prepares summaries of transfer courses and units of entering transfer students. Communicates with College of Natural and Agricultural Sciences staff and Office of Admissions staff to correct errors in transfer course evaluations.

Serves as liaison to the College of Natural and Agricultural Sciences, Office of the Registrar, Undergraduate Admissions, and other campus departments.

Maintains student academic records including inputting data into the Student Information System (SIS+) to correct the information displayed in the degree audit screens.

Confirms completion of degree requirements via a final review of the SIS+ audit screens.

Reviews records of students in academic difficulty to determine eligibility to continue in Life Sciences majors.

Signature authorization for enrollment revisions (Enrollment Adjustment Form) in usual cases; defers to faculty advisors

when review of the student's record warrants special action.

Reviews and approves major department petitions, Planned Educational and Undergraduate Leave Program requests, Education Abroad Program requests, and withdrawals.

Responsible for resolution of unusual advising situations.

Maintains the confidentiality of student academic records.

Enrolls students into courses via SIS+ during registration periods.

Refers students to other campus agencies (Medical and Health Careers Program; Learning Center; Counseling Center, Career Center, CNAS Undergraduate Research Office, Financial Aid and Science and Math Initiative) as appropriate.

Has primary responsibility for representing Life Sciences majors at outreach activities including recruitment, orientation, and advising events (Bear Facts, Bear Tracks, Discovery/Welcome Days, college fairs), and other workshops for student majors.

As needed or requested, prepares information and analytical reports for administrators or Life Sciences faculty, Manager or Associate Dean of CNAS Student Academic Affairs Office.

Attends student affairs meetings conducted by campus departments.

#### **15% Program Development**

Develop, implement, and coordinate Life Science academic advising programs designed to enhance student success including academic advising workshops, programs designed to quickly identify and provide adequate intervention for students in academic difficulty and programs designed to assist students in career choice and co-curricular activity choice and participation to enhance undergraduate educational experience.

Assists in performing needs assessments evaluating student need and programming effectiveness recommending needed changes to enhance Life Sciences student programming and academic advising.

Serve as a recognized resource of program knowledge regarding academic advising of Life Science undergraduates, serving as the subject matter expert for CNAS.

#### **15% Program Management**

Develop and manage a Life Science Academic Advising Pod, including mission, goals, and short- and long-term planning Review, develop, and implement new procedures and guidelines for handling program processes within the unit, as well as the proper procedure for handling exceptions.

Communicate the activities, progress, and needs of the program unit to the CNAS Student Affairs Manager.

Establish quantitative and qualitative standards for measurement of performance within the Life Science Academic Advising Pod.

Recommend changes in relevant policies to higher administrative levels. Draft policy statements upon request.

Develop and manage the program operating budget of \$145,000 including salary and discretionary funds.

Research and develop new methods of accomplishing goals and meeting advising benchmarks.

Ensure that optimal and timely use of funds is consistent with project goals and pertinent regulations, as well as monitoring that spending is in line with the budget.

Serve as a liaison with other departments and units within and external to the college in the resolution of day-to-day administrative and operational issues.

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#### **Required Skills, Knowledge, Abilities, and Competencies**

1. Master's degree and 2-3 years of academic advising or related experience; or equivalent combination of education & experience; and knowledge and abilities essential to the successful performance of the duties assigned to the position including demonstrated extensive and progressively responsible related experience in advising and interacting with college students.
2. Skill in effectively analyzing and interpreting policies, practices and guidelines for multiple academic programs.
3. Skill in working independently and following through on assignments with minimal direction.
4. Ability to effectively, professionally, and tactfully interact and communicate, both orally and in writing, with students, faculty, staff and visitors. Skill in independently composing letters, memos, reports, and other written communication materials using correct spelling, grammar, punctuation, composition, text editing, and proofreading skills.
5. Skill in accurate record keeping with strict attention to detail. Skill in organizing tasks, documents and materials with efficiency and accuracy.
6. Ability to work independently while maintaining cooperative working relationships with co-workers in a team environment.
7. Demonstrated computer proficiency using Microsoft Office (Word, Excel, Access) or other equivalent software, the internet, e-mail messaging, and web-based software applications.
8. Demonstrated experience using an online student information system.
9. Ability to maintain strict confidentiality at all times.

- 10. Demonstrated skill in expressing ideas clearly and convincingly.
- 11. Demonstrated ability to work effectively in a service environment that is subject to frequent interruptions. Skill in setting priorities that accurately reflects the relative importance of job responsibilities.
- 12. Knowledge of the applicable federal and state regulations governing areas related to the responsibilities of the position including the Federal Education Rights and Privacy Act (FERPA).
- 13. Hired applicant must be able to successfully pass a background check through the Department of Justice.

List any licenses, certificates, degrees or credentials required by law or University regulations.

**Preferred Skills, Knowledge, Abilities, and Competencies**

- 1. Knowledge of the applicable University of California policies and procedures governing areas related to the responsibilities of the position.
- 2. Demonstrated experience with online Student Information System (SIS+).
- 3. Experience and/or training in human resources management and personnel supervision.

**Certification of Employee**

I certify that the foregoing information is correct and complete and describes my job as I understand it.

Employee Signature

Date

**Signature Authority**

Certification of Immediate Supervisor and Department Head: I certify the foregoing information is accurate and complete.

Supervisor Signature

Date

Department Head Signature

Date

## Job Description

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Personnel Program:	Grade:
HEERA Code:	Reviewer:
FLSA	Review Date:

Request For:                      Recruitment

### Employee Information

Last Name:	Professional Academic	First Name:	
Payroll Title:	Advisor III	Title Code:	4353
Working Title:		Bargaining Unit:	99 NO BARGAINING UNIT
Department Name:			

### Contact Information

Supervisor Last Name:	Supervisor First Name:
Department Head Last Name:	Department Head First Name:
Other Contact (if applicable) Last Name:	Other Contact First Name:
Primary Contact:	Primary Contact Email Address:
Primary Contact Telephone:	

### Position Information

Payroll Titles of Those Supervised: FTE Appointment Type  
PAA II (4), Career, 100% FTE,

#### Special Requirements:

- Critical position (background investigation REQUIRED for all critical positions)
- Valid California Drivers License required
- Public driving record required (regular driving/class/certificate)
- Safety sensitive position - drug testing required
- Dependent abuse statement required

#### Special Conditions of Employment:

- Overtime
- Shift work
- Travel
- Travel outside of normal business hours
- Other

If Other, provide description

#### Equipment, Machines, Tools or Motor Vehicles Used:

Personal computer, printer, photocopier, telephone, FAX machine, typewriter,

calculator, paper shredder

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Level of Supervision      General Direction  
Received:

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**Position Purpose:**

Under the supervision of the Manager of Student Academic Affairs of the College of Natural and Agricultural Sciences, the incumbent is responsible for management of the CNAS major academic advising units. Responsible for coordination of appropriate programming and academic advising standards to facilitate advising for undergraduates in CNAS using the principles of developmental academic advising and knowledge of teaching and learning theory working to promote student development and academic success. The primary areas of advisor responsibility include: advisement of potential and enrolled students; monitoring of each student's progress toward degree completion; informing students, faculty and staff of the policies and procedures pertaining to undergraduate student affairs; referring students to appropriate support services, analyzing academic trends and working with other advisors and departments to meet student advising needs. Primary responsibility for development and management of CNAS programs designed to enhance academic advising to target population including tracking and increasing CNAS undergraduate student persistence, retention and graduation rates. Primary responsibility for hiring, training, supervising, performing performance evaluations and grievance resolution for all managed personnel.

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**Essential Job Functions**

Describe each essential job duty. List in descending order of importance and use percentages of not less than five (5) percent to estimate the amount of working time required on an annual basis. The total must equal 100%.

**40% Program Development**

Develop, implement, and coordinate CNAS major academic advising programs including academic advising standards and expectations for one-on-one student academic advising, group advising workshops, recruitment events and orientation planning and participation and other programs designed to quickly identify and provide adequate assistance and intervention to enhance undergraduate student success. Develop, implement and coordinate programs designed to assist students in choice of life goals, career goals and major choice as well as co-curricular activity participation to enhance undergraduate educational experience.

Primary responsibility for performing needs assessments to evaluate student need and program effectiveness and then to implement necessary changes to enhance and improve CNAS academic advising and programming and CNAS student experience..

Serve as a recognized resource of program knowledge regarding CNAS academic advising and student programs, serving as the recognized advising expert for CNAS.

**30% Program Management**

Develop and manage the four CNAS Academic Advising units, including mission, goals, and short- and long-term planning

Review, develop, and implement new procedures and guidelines for handling program processes within the unit, as well as the proper procedure for handling exceptions.

Communicates the activities, progress, and needs of the program unit to the CNAS Manager of Student Academic Affairs. Establishes quantitative and qualitative standards for measurement of performance within college.

Recommends changes in relevant policies to higher administrative levels.

As needed or requested, prepares information, analytical reports and drafts policy statements for administrators or CNAS faculty, Manager of Student Academic Affairs or Associate Dean of CNAS Student Academic Affairs Office.

Attends student affairs meetings conducted by campus departments.

Develops and manages the program operating budget of \$800,000 including salary and discretionary funds.

Ensures that optimal and timely use of funds is consistent with project goals and pertinent regulations, as well as monitoring that spending is in line with the budget.

Researches and develops new methods of accomplishing goals and meeting advising benchmarks.

Serves as a liaison with departments external to the college in the resolution of day-to-day administrative and operational issues.

Responsible for providing resolution recommendations for unusually complex advising matters.

**20% Supervision of Professional Academic Advisor Supervisors**

Supervises and directs the activities of three Academic Advisor Supervisors (Academic Advisor II Supervisor level) including hiring, assigning work, evaluating performance, recommending annual merit increases, recommending reclassification, initiating disciplinary actions, and resolving complaints/grievances.

**10% Other Duties as Assigned****Required Skills, Knowledge, Abilities, and Competencies**

1. Master's degree and 3-5 years of academic advising or related experience; or equivalent combination of education & experience; and knowledge and abilities essential to the successful performance of the duties assigned to the position including demonstrated extensive and progressively responsible related experience in advising and interacting with college students.
2. Skill in effectively analyzing and interpreting policies, practices and guidelines for multiple academic programs.
3. Skill in working independently and following through on assignments with minimal direction.
4. Ability to effectively, professionally, and tactfully interact and communicate, both orally and in writing, with students, faculty, staff and visitors. Skill in independently composing letters, memos, reports, and other written communication materials using correct spelling, grammar, punctuation, composition, text editing, and proofreading skills.
5. Skill in accurate record keeping with strict attention to detail. Skill in organizing tasks, documents and materials with efficiency and accuracy.
6. Ability to work independently while maintaining cooperative working relationships with co-workers in a team environment.
7. Demonstrated computer proficiency using Microsoft Office (Word, Excel, Access) or other equivalent software, the internet, e-mail messaging, and web-based software applications.
8. Demonstrated experience using an online student information system.
9. Ability to maintain strict confidentiality at all times.
10. Demonstrated skill in expressing ideas clearly and convincingly.
11. Demonstrated ability to work effectively in a service environment that is subject to frequent interruptions. Skill in setting priorities that accurately reflects the relative importance of job responsibilities.
12. Knowledge of the applicable federal and state regulations governing areas related to the responsibilities of the position including the Federal Education Rights and Privacy Act (FERPA).
13. Experience in supervising professional staff.
14. Hired applicant must be able to successfully pass a background check through the Department of Justice.

List any licenses, certificates, degrees or credentials required by law or University regulations.

**Preferred Skills, Knowledge, Abilities, and Competencies**

1. Master's or Ph. D. degree in related subject area.
2. Knowledge of the applicable University of California policies and procedures governing areas related to the responsibilities of the position.
3. Demonstrated experience with online Student Information System (SIS+).
4. Extensive experience in human resources management and personnel supervision.
5. Training in human resources management and personnel supervision.

**Certification of Employee**

I certify that the foregoing information is correct and complete and describes my job as I understand it.

Employee Signature

Date

**Signature Authority**

Certification of Immediate Supervisor and Department Head: I certify the foregoing information is accurate and complete.

Supervisor Signature

Date

Department Head Signature

Date



JobDescription  
[humanresources.ucr.edu/jdt](http://humanresources.ucr.edu/jdt)

University of California, Riverside  
Human Resources

(11/2002)