

BUILDING THE JOB FRAMEWORK: Role Descriptor Example

Role descriptors will replace the position descriptions Indiana University has in place today. A role descriptor is a summary of the most important aspects of a job that includes a brief summary, fundamental responsibilities, and work dimension details that are typical for the career level. Role descriptors create the foundation for career development.



Academic Advisor – Career Role Descriptor

Function: Student Services **Market Range:** \$0 - \$0
Family: Academic Advising **Career Level:** Career-Exempt Contributor
Title: Academic Advisor

Role Summary

Provide guidance to students regarding course selections, majors and minor offered, and graduation requirements utilizing knowledge of the university's academic policies and procedures. Maintain students' academic files. Using a variety of advising methods and strategies, tailor daily advising to the interests, goals, and needs of specific students or groups of students. Provide advice and counsel on curriculum-specific matters, major exploration issues, affiliation, unit and University policy and procedure, and non-academic factors affecting academic performance; meet with students to discuss long-range academic plans and career goals. Support and may develop programs in areas of diversity, equity and inclusion.

Career Level Description

Functional Knowledge

Requires intermediate knowledge and understanding of principles and skills necessary to perform in profession or particular area of specialization

Requires core understanding of organizational technologies and practices

Problem Solving and Complexity

Requires the ability to identify and resolve moderately complex problems/issues/ assignment

Requires core problem-solving skills and techniques

Autonomy and Decision-Making

Requires the ability to apply sound judgment and apply experienced analysis techniques within area of specialization to make decisions

Decision-making authority is limited to functional area

Sets priorities and/or sequence of tasks to achieve objectives with some oversight

Scope and Impact

Duties and responsibilities have scope and impact that extend beyond the functional area

Leadership and Influence

Influence is limited to functional area and unit/team

Often provides guidance and support to junior-level peers

To perform this job successfully, an individual must be able to perform each fundamental responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to individuals with disabilities.

Education

Education Level	Education Details	Req	Pref
Master's Degree	In a related field	X	

Work Experience

Experience	Experience Details	Req	Pref
3 or more years	Three years of experience in student affairs, teaching, academic advising or other closely related field. Previous experience in a student-focused, higher education environment is highly desired.	X	
Combinations of related education and experience may be considered			

(continued reverse side)

Skills and Abilities

Strong verbal communication and listening skills
Effective interpersonal skills
Demonstrated ability to maintain confidential information
Excellent organizational skills
Ability to simultaneously handle multiple priorities
Demonstrated time management and priority setting skills
Demonstrated problem solving skills
Proficiency with Microsoft Office Suite

Core Competencies

Values Differences	Recognizing the value that different perspectives and cultures bring to an organization.
Instills Trust	Gaining the confidence and trust of others through honesty, integrity, and authenticity.
Collaborates	Building partnerships and working collaboratively with others to meet shared objectives.
Customer Focus	Building strong customer relationships and delivering customer-centric solutions.
Ensures Accountability	Holding self and others accountable to meet commitments.

Career Level Competencies

Career Level	Competency	Description
Career	Action Oriented	Action Oriented
Career	Optimizes Work Processes	Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement.

Fundamental Responsibilities

Provide academic advising to students: assist students with their academic planning; interpret school policies and procedures; explain degree requirements, course sequencing and major requirements; suggest academic and professional development resources while maintaining confidentiality and FERPA compliance.

Collaborate with students to clarify his/her goals to determine appropriate academic plans. Coach students to develop and be accountable for educational decisions and understand the impact and significance of educational decisions.

Monitor student academic progress; serve as liaison for students, instructors and administrators to resolve problems; and follow up on questions or requests for further information.

Assist in creating and maintaining standard operating procedures and will assist in the course allowances and credit hour approval process. Attend faculty curriculum meetings or other committee meetings (teaching, learning, undergraduate curriculum meetings, etc.) and report back on new courses and/or other information that impacts academic advising.

Typical Physical and Mental Demands

The Role Descriptor represents a summary of the types of duties and responsibilities required for a given job title and career title within a Job Function and Job Family. The Role Descriptor shall not be construed as a declaration of specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in a Role Descriptor. The university reserves the right to make changes to any Role Descriptors.