



Job Title: Student Advisor

Position Type : Full-Time

Job Description

- Provide accurate and timely information to prospective and current students to: encourage them to consider Amridge University, assist with their admission to the institution, facilitate their enrollment in programs appropriate for their skills and interests, and maximize their academic success and progression to degree completion.
- Knowing, understanding, and being able to articulate the academic programs and general policies and procedures of the institution
- Recruiting and tracking potential students from initial contact through admissions, enrollment, and registration processes
- Performing data entry and tracking for potential and current students
- Contacting viable student prospects and matriculating students as directed by the supervisor
- Working closely with the financial aid office to ensure students and prospects are informed of resources available to them
- Processing evaluations and registration forms as required
- Advising student regarding course requirements and other issues regarding the matriculation process
- Conducting office and telephone interviews with prospective students
- Knowing and following regulations association with the Family Education Rights and Privacy Act (FERPA) with regard to distributions of student information
- Assuming other work-related responsibilities as assigned by the President or his designee. Unless otherwise assigned, Advisors will participate in the telephone queue in place to answer questions from current and prospective students and from the public.

CURRENT SPECIAL ASSIGNMENTS:

- **GoArmyEd and eArmyU:** This Advisor is responsible for working with the eArmy U program and the GoArmyEd program. Specific activities include, but are not limited to: advising students and potential students during the initial term and subsequent terms; submission of the eArmyU/GoArmyEd catalog, course and term information, and other data collection reports as assigned; working with University marketing and graphics personnel (employees and contractors); working with the Business Office on budgetary considerations related to these programs.
- **Retention Team:** This Advisor will assist in development and implementation of an early alert and intervention system for the university's most at-risk students. He/She will be the Advisor of record for all first-time in college freshmen, students who are conditionally admitted, students on academic probation until these students have completed a full academic semester (in non-remedial courses) with a minimum GPA of 2.0 and are no longer on probation. While fulfilling this role, this Advisor will not be included in the telephone queue and will not receive transferred prospect calls from the Recruiters unless these prospects indicate that they will be included in one of the high-risk categories identified.
- **Off-Hours Assignment:** This Advisor will provide general information to students on Friday afternoons and in early evening hours. He/She will participate in the phone queue during work hours that overlap the normal operating hours of the institution. In addition, this Advisor will assist with targeted phone calls to students who were not able to be reached during normal operating hours. Lists may be generated by Recruiters, Advisors, Admissions, Financial Aid, or the Registrar's Office. The leader of the Student Services area will help assure that the special lists workload does not unreasonably interfere with the Advisor's ability to provide personal service to callers during non-standard hours.

Experience

- Able to communicate clearly (via phone and e-mail) with current and prospective students, sit at a single workstation for long periods of time, work non-standard hours as required to accomplish assigned tasks.

Education

- Bachelor Degree (Master preferred) in related field from an accredited institution.

Benefits

Amridge University offers a compensation package for full time employees, including health/dental benefits and 401(k). The main campus of Amridge University is located in Montgomery, AL.