

University of Nebraska Central Administration
Job Description

General Information

Working Job Title: UNHS Academic Advisor (49252306)	Job Family: Advising and Student Services	Job Family Zone: Associate
Position Number:	Department Name: University of Nebraska High School	SAP Organization Unit Number:
Employee's Name:	Date of Last Update: 11/20//2013	Title of Supervisor:
SAP Personnel #:	Last Updated By: S Gartner	Name of Supervisor:

Position Summary

This position's primary responsibility is UNHS academic transactions and business communication. This position advises students about the University of Nebraska High School (UNHS) using knowledge of courses, enrollment programs, educational requirements, policies, and processes. Based on students' talents, interests, and academic abilities, this position will assist students with understanding academic standards, enrollment options, and course selection opportunities.

In addition to the primary advising responsibilities, this position may also assist with the administration and/or delivery of student service programs such as new student enrollment, orientation, and recruitment for new students, transfer students, and international students.

Duties & Responsibilities

Indicate % of time spent and indicate with an "*" the duties & responsibilities that are essential functions of this job. Arrange this list of duties in order of importance.	% of Time	Essential Functions
<u><i>Educational Guidance & Advisory Services</i></u> - Counsel students, parents and or schools to help them understand the programs offered at UNHS - Confer with others regarding the requirements of the Nebraska Department of Education, NCAA, Advanced Education and others.	50%	*
<u><i>Transcript & Records Management</i></u> - Evaluate transcripts and correlate according to graduation requirements - Receive, review and maintain accurate student records as required by law, administrative policies and regulations - Complete graduation checks	40%	*
Other duties as needed. Including, but not limited to, advising new personnel about UNHS student processes and representing UNHS at educational conferences and other venues.	10%	

Supervision: This position exercises no supervision over other staff and receives limited* in-direct supervision by the UNHS Principal. (*based on skills and experience)

Zone Definition Factors

Nature/Complexity of Work

This position requires an individual who works with considerable independence, initiative, and exercises sound judgment in accomplishing the projects assigned. Must be able to function as a team member on projects and collaborate with others. The employee has access to confidential student information. Furthermore, the employee has access to “work-in-progress” discussions and confidentiality is required.

Problem Solving/Decision-making

Requires the ability to understand and analyze many and varied education and administrative processes/situations and provide guidance and useful advice to resolve/ improve efficiency. Staff member has freedom to decide how tasks will be accomplished in compliance with standards and procedures, must follow approved methodologies.

Strategic Impact

Absolute accuracy on all data management, transcript analysis, organizational reports, and database management is imperative. The impact of errors can be far-reaching. Errors in student enrollment procedures, policy administration, and overall reporting, etc., may adversely affect the University of Nebraska High School (UNHS). UNHS maintains a complex computer system to house our student information. Information in our systems may be stored by student, parent, or organization identifier, and care must be taken to ensure the entire picture of the customer is taken into account. The responsibility for error-free detail supporting analytical results rests on the employee; however some members of the UNHS staff are resources for review and/or instruction.

Know How

This position requires excellent organization skills and competence in comprehending extensive educational requirements, policies, procedures and software that supports the advising function. Excellent customer service skills, to include verbal and written communications skills, are required. Proficiency in problem solving skills, proofreading skills and an eye for detail and accuracy is required. The ability to communicate effectively with large audiences is helpful along with the ability to develop and deliver informational programs. Mastery of desktop software such as Microsoft Word, Excel, MS Outlook email applications, and internet services is required.

Interactions

This position interacts with staff members of UNHS, UNOW, and other organizations’ representatives, parents, and students in all UNHS programs.

Minimum Qualifications

Education: Requires a Bachelor’s degree preferably in the area of education, however consideration may be given for degrees in business, counseling, communication, psychology or other related field in which human interaction is an integral focus.

Experience: Two year of teaching experience required or we will also accept a candidate with a Department of Education Counseling Endorsement and two years of demonstrated one-on-one student interaction, preferably in advising.

In addition to minimum qualifications candidates must also have excellent customer service skills, to include verbal and written communications skills; Proficiency in problem solving skills, proofreading skills and an eye for detail and accuracy; The ability to communicate effectively with large audiences is helpful along with the ability to develop and deliver informational programs; and a mastery of desktop software such as Microsoft Word, Excel, MS Outlook email applications, and internet services.

Physical Requirements

1. **General Physical Requirements** Indicate the appropriate response for an eight hour day:

	Circle the appropriate number of hours								<i>Indicate intermittent or constant</i>		
	0	1	2	3	4	5	6	7	8	Intermittent	Constant
Sit	0	1	2	3	4	5	6	7	8	_____	X _____
Stand	0	1	2	3	4	5	6	7	8	X _____	_____
Walk	0	1	2	3	4	5	6	7	8	X _____	_____
Drive Motor Vehicle	0	1	2	3	4	5	6	7	8	X _____	_____
Explain	Need the ability to get to various locations.										

2. THIS POSITION REQUIRES:

	Occasionally (less than 2 hrs daily)	Between 2 - 5 hrs daily	Over 5 hrs daily
Squatting	X _____	_____	_____
Bending	X _____	_____	_____
Kneeling	X _____	_____	_____
Reaching	_____	_____	_____
➤ Overhead	X _____	_____	_____
➤ Forward	X _____	_____	_____
➤ Low	X _____	_____	_____
Twisting	X _____	_____	_____
Crawling	_____	_____	_____
Climbing	_____	_____	_____
➤ Ladder	_____	_____	_____
➤ Stairs	X _____	_____	_____
➤ Other	_____	_____	_____
Walking on rough ground	_____	_____	_____
Exposure to changes of temperature/humidity	_____	_____	_____
Exposure to dust/fumes/gases/chemicals	_____	_____	_____
Being near moving machinery	_____	_____	_____
Working from heights	_____	_____	_____

3. THIS POSITION REQUIRES EMPLOYEE TO:

Indicate letter in appropriate Space: **LIFT=L** **CARRY=C** **PUSH=P** **PULL-PL**

	Less than 2 hrs daily	Up to 2 hrs daily	Between 2-5 hrs daily	Over 5 hrs daily
11 - 24 lbs	L, C, P, PL _____	_____	_____	_____
25 - 49 lbs	_____	_____	_____	_____
50 - 74 lbs	_____	_____	_____	_____
75 - 100 lbs	_____	_____	_____	_____
* Over 100 lbs	_____	_____	_____	_____

* If the position requires the employee to handle over 50 lbs - please explain

4. POSITION REQUIRES USE OF HANDS OR SPECIAL TOOLS/EQUIPMENT FOR:

	RIGHT	LEFT	BOTH
Keyboarding	X _____	_____	_____
Filing	X _____	_____	_____
Other Explain:	Operation of a computer mouse		

5. THIS POSITION REQUIRES ATTENDANCE AT THE WORKPLACE

In Each Section, please select one answer that best describes your job:

Knowledge Skills and Abilities:

Requires the ability to understand and apply basic job skills, knowledge of several work routines and the ability to apply such routines with minimal interpretation. May possess knowledge of other, related work activities within own functional area. May require the operation of routine equipment/tools. [1]

Requires the ability to understand, interpret, apply and communicate information within a specialization and the ability to apply limited analysis in the completion of general functional procedures. May possess knowledge of work activities outside functional area. May require the operation of moderately complex equipment/tools. [2]

Requires the ability to utilize advanced information within a specialization. Within specialization, possesses the ability to assess/ analyze situations and make adjustments to achieve desired objectives. Possesses knowledge of work activities outside functional area. May require the operation of complex equipment/tools. [3A]

Requires the ability to apply, integrate and communicate extensive theoretical information within a recognized professional field. Facilitates and/ or establishes the achievement of functional area objectives. Requires knowledge of all related functional areas. May require the operation of highly complex equipment/tools. [3B]

Integrates extensive theories and techniques within related or diverse disciplines to achieve results and/ or establish overall strategic directions. Requires wide-ranging administrative and/or specialized knowledge. May require the operation of highly complex equipment/tools. [4]

Problem Solving/Decision-making:

Decisions/problem resolutions are repetitive and simple and typically guided by standard operating policies and procedures/practices exist. Tasks are clear and specific to a single discipline. [1]

Decisions/problem resolutions require gathering/reviewing information from several sources. Simple analysis of facts determines course of action to be taken within the limits of standard operating policies and procedures/practices. Tasks are varied and may cross several disciplines. [2A]

Decisions/problem resolutions require interpretation, discretion and judgment based on precedent or standard operating policies and procedures. Tasks are diversified and may require some creativity in dealing with unprecedented activities. [2B]

Decisions/problem resolutions require synthesis/analysis in the use of theories and accepted principles. Programs/projects are governed by broad objectives, policies and/or theories. Requires the use of creativity in dealing with unprecedented activities. [3]

Decisions/problem resolutions require analysis and evaluation of major issues and courses of action impacting the overall direction of the functional area(s). Applies broad concepts and experience in making important decisions. May develop recommendations influencing long-term policies related to major organizational plans. [4]

Interactions:

Regular contact involves receiving and/or referring inquiries as well as giving or obtaining routine information relating to work being done. Requires the use of common business courtesy. [1]

Regular contact that involves giving or obtaining information as well as occasionally exchanging advice and opinions. Requires the use of common business courtesy, tact, discretion and some persuasion to maintain cooperative associations. [2]

Regular contact that involves exchanging advice and opinions as well as occasionally conveying conceptual ideas of a critical and/or long-range nature. Requires the use of judgment, timing, and persuasion to gain cooperation in the face of differences of opinion or controversy. [3]

Regular contact with major Programs/Teams or individuals. Overriding job requirement involves conveying conceptual ideas regarding matters of critical and long-range nature. Significant requirement for diplomacy, timing, and persuasion to gain concurrence or cooperation on operational issues in the face of significant differences of opinion or controversy. [4]

Supervision Received:

____ Supervised by procedures or by supervisor through periodic monitoring of progress and performance. May have latitude to determine sequence of own work tasks to meet clearly established schedules. [1]

____ Supervision by procedures or by supervisor through periodic monitoring of progress and performance. Determines sequence of own work tasks to meet established objectives. [2A]

____ General direction by supervisor by checking on completed tasks. Establishes own work schedule to achieve program objectives. Makes recommendations to superior regarding efficient functioning of program. [2B]

Responsible for conducting specialized assignments or developing programs under only general direction and guidance. [3]

____ Extensive latitude to work independently in matters that have a broad effect on overall policies, programs and/or areas of specialization. [4]

Supervision Exercised:

May provide incidental guidance to others. [1]

____ Provides functional supervision that is usually limited to assigning/reviewing work or may serve as work team leader. [2A]

____ Serves as work team leader. Distributes, schedules, and monitors the progress or work tasks of the program or project. May be involved in the recommendation of personnel actions to manager. [2B]

____ Supervises the work of a project or program that may include hiring, discipline, transfers, promotions, or salary changes within a functional area. May integrate work of two or more programs or one major function/or project. [3]

____ Establishes performance standards for designated programs and/or areas of specialization. Directs staff to include hiring, discipline, transfers, promotions, and salary changes. [4]

Impact:

____ Actions and decisions in this job are limited to the scope of the job, which primarily affect the immediate work group, but occasionally may extend beyond the immediate work group. Errors reflect unfavorably on the individual and may have an adverse impact on the functional area. [1]

____ Actions and decisions in this job have an impact which affects the immediate work group and also extends beyond the immediate functional area. Errors reflect unfavorably on the individual and the functional area. [2]

Actions and decisions in this job have discernible impact to the short-term performance of the Program/Team and exerts some impact to its long-term success. Errors reflect unfavorably on the individual, the functional area, overall business operations and potentially other functional areas. [3A]

____ Actions and decisions in this job have significant impact to the short-term performance of the Program/Team and exert an impact to its long-term success. The job exerts a considerable impact on decisions and final results typically affecting either an entire functional area or a major university activity; and may have unique accountability for financial and program or project objectives. Errors effect business operations, services and other individuals which may require special interventions to correct. [3B]

____ Actions and decisions in this job exert broad and continuing impact on the future of one or more functional areas. The job exerts a major impact on decisions and final results affecting a major university activity; and/or has accountability for financial and program/project objectives and overall successes. Errors significantly interrupt business operations, services and potentially both internal and external constituents. [4]

Summary:	Zone Assignment= Assocaite	
Authorization:	Name:	Date:
Human Resources	Sheryl Gartner	11/21/2013
Supervisor:		
Administrator:		