

Department of Sociology  
Undergraduate Advisor Job Description

The undergraduate advisor occupies a position within the Office of Student Services in the Department of Sociology. The position has as prerequisites some general skills and knowledge, but also requires more specific skills that are to be acquired during the position's tenure.

Prerequisite skills and qualifications

- Desire to provide high-quality academic advising to undergraduate sociology majors and potential sociology majors.
- Ability and willingness to be present in the Office of Student Services for the hourly term dictated by the union-approved appointment contract.
- Comfort interacting with students, staff, and faculty either individually or through correspondence.
- Discretion with sensitive and confidential student information.
- Basic proficiency with Microsoft Office and related clerical software.

Skills and qualifications that will be acquired while acting as the undergraduate advisor.

- Knowledge of departmental, college, and university procedures, policies, and relevant deadlines related, but not limited to, general education requirements, grading, graduation requirements, registration and withdrawal, academic standing and satisfactory academic progress, transfer procedures, major and minor declaration and change, Family Educational Rights and Privacy Act and associated privacy rights, and petitions to exempt or extend the application of existing policies and procedures.
- Familiarity with the structure of the sociology major and current course offerings to facilitate the maximization student experience while also promoting relevant departmental goals and needs.
- The ability to construct and review registration and graduation plans to facilitate timely completion of major requirements.
- Proficiency in the use of appropriate electronic resources such as Electronic Academic Records System (EARS), Degree Audit Record System (DARS), and Student Database (SDB) to review and/or modify student academic records as necessary.
- Knowledge of departmental and extra-departmental resources available to students such as the Counseling Center, Disabled Student Services, Educational Opportunity Programs.

### Activities and responsibilities of the undergraduate advisor

- Meet or correspond individually with sociology majors and prospective majors to provide academic advising.
- Assist with the organization and administration of Office of Student Services events including graduation and new major orientation.
- Attend appropriate advisor training sessions at the department, college, and university level.
- Attend and participate in appropriate staff meetings.
- Coordinate with and assist other staff members in the Office of Student Services to ensure maximal service provision to students, faculty, and other staff members.
- Refer students to relevant departmental and extra-departmental resources when unable to provide sufficient information.