CLASSIFICATION SUMMARY
THE GEORGE WASHINGTON UNIVERSITY

Title: Senior Academic Advisor

BASIC FUNCTION AND RESPONSIBILITY
To provide information to students regarding curriculum, course requirements, University policies and procedures, and graduate clearance, as well as to perform related administrative duties; and to perform tasks associated with providing information to and advising students of specialized programs/professions, e.g., pre-law/pre-med, or to perform tasks associated with the coordination and implementation of School-wide undergraduate advising projects and activities.

ENTRY-LEVEL QUALIFICATIONS:
A Bachelor’s degree is necessary; Master’s degree in Counseling or Higher Education is preferred.

Three years of experience in an academic office or an equivalent setting, to include at least one year of advising experience, is necessary.

A Master’s degree can substitute for one year of experience.

Excellent communication skills and proficiency with personal computers and various computer applications is necessary.

The George Washington University is an Equal Opportunity/Affirmative Action Employer.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.