

Advisor Roles and Responsibilities

Academic Advisor in Academic Colleges: Professional advisor in each academic college. Advise all undergraduate students who have declared a major in the college. Assists with advisement and enrollment of new transfer students, when needed. Specific responsibilities include:

- Serve as a liaison between college and University Advising Center and advisors.
- Maintain up-to-date degree plans for every major/minor in college.
- Assist undergraduate students with all aspects of academic advising as it pertains to major/minor field of study.
- Assists with transfer course evaluations, as deemed appropriate by college departments.
- Coordinate intrusive advising and follow up with students declared in a degree program in the college.
- Assists with Faculty Advisor assignments, as deemed appropriate by college dean/departments.
- Serves as a resource for Faculty Advisors.
- May serve on University Advising Committee.
- Utilize University technology resources to communicate student interactions and to monitor student engagement.
Examples: Degree Works and Schedule Planner
- Attend regular training for the various colleges and engage in professional development activities.
- Demonstrate the ability to meet professional competency outcomes.
- Effectively communicate with diverse student populations.
- Contribute to University Advising Center goals and objectives.

Faculty Advisor: Will provide expert guidance in their program of choice and career interests. Serve as a secondary advisor and will not be responsible for contacting students or ensuring they are enrolled. Specific responsibilities include:

- Provide consultation to undergraduate students pursuing a degree in field of expertise.
- Serve as a resource to college and University Advising Center and advisors on academic course of study.
- Assists with transfer course evaluations, as deemed appropriate by college departments.
- Utilize University technology resources to communicate student interactions and to monitor student engagement.
Examples: Degree Works and Early Academic Alert

Academic Advisor in the University Advising Center: Professional advisor who advises all incoming freshmen, undeclared students, and transfer students with fewer than 15 earned credit hours. Will assist and serve as a gateway in advising students moving towards a major. Specific responsibilities include:

- Assist new students with preparing to attend NSU through all aspects of enrollment and orientation.
- Provide undergraduate advisement regarding classes, choosing a major, degree audits and future careers.
- Advise students regarding university policies and provide instructional assistance in the use of the self-serve programs used by NSU.
- Coordinate with other advisors in the “Shared dual” model to ensure students receive accurate information.
- Utilize University technology resources to communicate student interactions and to monitor student engagement.
Examples: Degree Works and Schedule Planner
- Attend regular training for the various colleges and engage in professional development activities.
- Demonstrate the ability to meet professional competency outcomes.
- Effectively communicate with diverse student populations.
- Serves as a resource for Academic and Faculty Advisors.
- May serve on University Advising Committee.
- Contribute to University Advising Center goals and objectives.