

## UNDERGRADUATE ADVISORY OFFICE JOB DESCRIPTION

**JOB SUMMARY:** Under the supervision of the Associate Head performs a variety of administrative functions to assist in the overall efficient operation of the Undergraduate Advisory office

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Act as advising coordinator and general advisor for undergraduate English Majors at Storrs and the Regional Campuses. Coordinate all functions of the Undergraduate Advisory Office, maintaining major files, process all paperwork, check for accuracy and appropriate signatures, and serve as a resource and interpreter of policies and procedures. Act as a resource to faculty at the Storrs and regional campuses. Identify and refer unusual problems to the Associate Department Head.
2. Assist students in such matters as declaring their major, assigning advisors and advising students on appropriate degree requirements and other sources of help. Assist new students and declared majors with questions and direct to appropriate department. Manage all files and records for the Storrs English majors.
3. Consult with advisors concerning their advisees on advising and registration procedures. Provide advisee lists, registration appointment notifications, Course Description Booklets, various forms and information. Prepare correspondence and new major plans of study forms and distribute to regional campuses.
4. Provide information and assistance concerning English as a major to inquiring UConn students, English majors, faculty, University Offices, Regional Campuses, incoming transfer and readmitted students. Identify and refer unusual problems to the Associate Head. Prepare letters of course substitutions, graduating seniors, signing for the Department Head and Associates Head when needed.
5. Independently screen and respond to student correspondence, student records, and various materials requiring attention for the Registrar's Office and the Liberal Arts Advisory Center. Request and provide information regarding English majors' records to advisors, the Registrar's Office, Degree Audit, Liberal Arts Advisory Center, and Regional Campuses. Determine individual student status through the use of confidential students' computer records via the PeopleSoft Student Administrative System. Prepare and submit records and reports concerning English majors to the Department Head, Associate Department Head. Prepare and submit Undergraduate Advisory Annual Report.
6. Review operating procedures for efficiency and effectiveness, create solutions to advisory or registration problem; maintain and compose various English Department handouts or other written materials as needed. Make changes or improvements, recommending major changes. Participate in planning and decisions regarding new or changed procedures.
7. Maintain updated knowledge of BRIO (Student Administrative Data Mart), PeopleSoft Student Administrative System, Microsoft Word, Microsoft Excel software systems. Act as liaison to faculty as a resource contact related to PeopleSoft problems and advising resource.
8. Maintain and update with addition of new English Majors the undergraduate LISTSERV to keep majors informed of current information and deadlines.

9. Request course descriptions and prepare Course Description Booklet each semester. Have Course Description Booklet updated on English Department website. Maintain files of all previous course descriptions.

10. Prepare Handbook for English Majors each year with updated procedures and policies. Prepare updated plans of study and distribute to regional campuses.

11. Compose publicity and advertisement for special events and speakers related to Undergraduate Advisory Office functions. Prepare material for such functions as CLAS Open House, Major Fair, etc.

12, Serve when required on Departmental Committees. CLAS Undergraduate Council. 13, Related duties as required.

### **MINIMUM ACCEPTABLE QUALIFICATIONS**

Bachelor's degree in appropriate field

One to two years experience in advising students.

Good communication skills and ability to relate well to student, faculty and/or parents

Familiarity with academic programs in area to be served

Expertise in word and excel

Preferred Qualifications:

1. Knowledge of BRIO and PeopleSoft systems desired