

**Ohio University – Compensation 2014**  
**Job Family: Academic Services | Career Track: Individual Contributor**

Academic Services seeks to increase the retention, engagement, and success of students at Ohio University by providing academic program guidance, career development, skill assessment and development, identification of and assistance with the resolution of academic difficulties, and related services. LEVEL PROGRESSION ASSUMES INCLUSION OF RESPONSIBILITIES AT LOWER LEVELS

	Individual Contributor I	Individual Contributor II	Individual Contributor III	Individual Contributor IV	Individual Contributor V
<b>Accountabilities</b>	<p><b>PEOPLE</b></p> <p>Works closely with internal and external customers to provide academic, career, or related advising services.</p> <p>Builds and maintains relationships to further the success of the program.</p> <p><b>OPERATIONS</b></p> <p>Participates in the retention of students, including career exploration courses, student success programs, and student orientation.</p> <p>Guides student course selection and scheduling.</p> <p>Advises potential and/or transfer students regarding transfer credits, degree requirements, and other issues that arise.</p> <p>Interprets University policies, procedures, and curricula to students.</p> <p>Completes graduation audits.</p> <p>Maintains and ensures confidentiality of student records.</p>	<p><b>PEOPLE</b></p> <p>Provides academic, career, and related services to internal and external customers. Develops relationships with faculty, management, students, and external businesses to further the success of the program.</p> <p><b>OPERATIONS</b></p> <p>Advises students in planning academic programs and individual careers.</p> <p>Counsels students in specific curriculum decisions, including the appropriate choice and scheduling of courses.</p> <p>Provides career counseling and related assessments.</p> <p>Advises international students on complex immigration matters as well as academic, cultural adjustment, and related issues.</p> <p>Interprets academic regulations and procedures for students, faculty, staff and administration. Acts as liaison between students, faculty, staff, campus, and University constituents on academic issues.</p> <p>Reviews student transcripts and makes decisions regarding transfer of credits.</p> <p>Identifies and monitors academic progress and coordinates services and/or assists in resolving academic problems.</p> <p>Represents the campus/academic unit as assigned.</p>	<p><b>PEOPLE</b></p> <p>Develops partnerships with internal and external customers to improve and advance academic, career, and related services.</p> <p><b>OPERATIONS</b></p> <p>Serves as a resource and mentor for academic advisors, career counselors, and/or students.</p> <p>Provides leadership to project and committee work.</p> <p>Develops and implements procedures and processes for evaluating and improving student and/or employer experiences and success. Responsible for assessing operational efficiencies and implementing process improvements.</p> <p>Develops and delivers academic and career development and support curricula.</p> <p>Researches and analyzes data regarding academic performance, career opportunities, market conditions, and legal compliance with oversight organizations such as the NCAA.</p>	<p><b>PEOPLE</b></p> <p>Collaborates with internal and external customers to lead initiatives to develop and advance academic, career, and related services.</p> <p><b>OPERATIONS</b></p> <p>Develops and makes revisions to academic, career, and related program curricula, policies, and procedures.</p> <p>Oversees the development and dissemination of public information.</p> <p>Develops and implements policies and procedures.</p> <p>Manages the operations and programs of an advising, career, and/or other academic services center.</p> <p>May be responsible for developing and implementing advising technology and other systems.</p> <p><b>BUDGET</b></p> <p>May develop and administer budgets.</p>	None specified.

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<b>Requirements</b>	<p>Knowledge and expertise in concepts, principles, and practices of academic, career, or related advising typically obtained through a Bachelor's degree in counseling or related degree and 0 to 2 years of academic advising experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Advanced knowledge and expertise in concepts, principles, and practices of academic, career, or related advising typically obtained through a Master's degree in academic advising, counseling, or related degree and 0 to 2 years of academic, career, or related advising or counseling experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Seasoned knowledge and expertise in concepts, principles, and practices of academic, career, or related advising typically obtained through a Master's degree in academic advising, counseling, or related degree and 2 to 4 years of academic, career, or related advising experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Expert knowledge and expertise in theories, concepts, and principles of academic, career, or related advising typically obtained through a Master's degree in academic advising, counseling, or related degree and 4 to 6 years of academic, career, or related advising experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	

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