

Date Posted: 08/01/2011

**University of Houston  
Graduate College of Social Work**

**JOB OPPORTUNITY POSTING**

**Job Title:** Academic Advisor 2

**Employer/Agency:** University of Houston  
Liberal Arts & Social Sciences

**Job Description:** Provides information to, and advises both enrolled and prospective students regarding the academic programs offered by the University or a specific department, including requirements for admission and retention through graduation; may coordinate the work of entry level academic advisors.

**Job Duties:**

1. Advises enrolled and prospective students regarding academic programs and curriculums.
2. Analyzes and processes degree plans, graduation applications, grade change forms, and general petitions.
3. Maintains student files updated throughout their academic careers and makes changes to records as necessary.
4. Analyzes and processes requests for readmission from academic suspension, as well as financial aid reinstatements; provides retention services for students on probation.
5. May assist in conducting orientation sessions for groups of incoming new students.
6. May assist in recruiting high school and community college students and may make presentations at special events.
7. Guide students and alumni in establishment of career goals and effective job search strategies.
8. Develop and present innovative programming including workshops, educational programs, and presentations for students, alumni, employers, and potential students.
9. Cultivate relationships with employers, business

partners and UH alumni to develop new local, regional, national and international jobs for undergraduate students as well as graduating seniors.  
10. Collaborate with key campus partners to foster a solid foundation for expanding employment opportunities.  
11. Maintain a database of employers for job development.  
12. Collect and analyze data reports to track participation, trends in majors and other metrics.  
13. Performs other job related duties as assigned.

**Qualifications:** Requires a 4 year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed.

Requires a minimum of three (3) years of directly job-related experience.

**Salary/Hours:** 2,905.07 - 3,704.13/month; Full-time

**Employer/Agency:** University of Houston  
**City, State, Zip:** Houston, TX

**Application Method:** Apply online at  
<https://jobs.uh.edu/applicants/jsp/shared/frameSet/Frameset.jsp?time=1312213492089>

Job posting #066469

**Opening Date:** Immediately

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@sw.uh.edu](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity.***  
***Thank you***