



UNIVERSITY
of ALASKA
Many Traditions One Alaska

Position Job Duties

Req# 533440_Director of Academic Advising

50% Leadership and Strategic Direction:

- Establishes the mission, vision, and strategic direction of the academic advising unit, aligned with the university's strategic plan, strategic enrollment plan, and accreditation standards.
- Develops and implements a comprehensive advising model that is proactive, data-informed, and responsive to the needs of the entire student population.
- Advocates for advising as a central component of student success at the institutional level and represents the advising function on campus-wide committees, task forces, and leadership teams.
- Leads ongoing program evaluation, including assessment of advising effectiveness, student satisfaction, and contribution to retention and completion metrics.
- Establishes annual advising goals and key performance indicators consistent with national best practices in advising and infuses evidence-based approaches into unit practices.
- Builds and sustains collaborative relationships with faculty, deans, community campus directors, department chairs, and program coordinators to align advising with academic program expectations.
- Partners with enrollment management, student affairs, administrative services, and academic leadership to deliver integrated, seamless support across the student experience to develop and implement strategies that improve student retention, persistence, and degree completion.
- Serves as a liaison to other post-secondary partners, transfer institutions, and workforce development programs to facilitate student transitions and articulation agreements.
- Represents the advising unit in institutional planning processes, including strategic enrollment planning, accreditation self-studies, and program review.
- Partners with Accreditation Liaison Officer on advising-related accreditation reporting, assessment documentation, and continuous improvement activities.

15% Staff Supervision and Professional Development:

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- Recruits, hires, supervises, and evaluates professional academic advisors, working closely with the provost and community campus directors to coordinate academic advising across all UAS campuses.
- Provides regular coaching, mentoring, and individualized professional development planning for advising staff to support growth, performance, and good practice.
- Designs and facilitates onboarding, in-service training, and ongoing professional development for the advising team on topics that include but are not limited to academic policy, curriculum, student development theory, and culturally responsive advising.
- Manages personnel actions, including performance evaluations, corrective action, workload assignments, and succession planning for the advising unit.
- Fosters a team culture characterized by collaboration, accountability, and commitment to student success.

10% Advising Operations and Case Management:

- Coordinates the delivery of academic advising services across all modalities, including in-person, online, and multi-campus or remote settings.
- Develops and maintains efficient systems for advising appointments, drop-in services, case management, student referral, and follow-up.
- Manages advisor caseloads to ensure equitable distribution and consistent service quality across the student population.
- Leads the development and implementation of proactive advising models designed to support students navigating academic recovery, systemic barriers, or complex transitions, ensuring equitable access to university resources.
- Oversees the accurate maintenance of advising notes, degree audit records, and other documentation in compliance with FERPA and institutional policy.

10% Technology, Data, and Reporting:

- Oversees the use of advising technologies, including student information systems, early alert platforms, degree audit tools, and appointment scheduling software.
- Prepares regular reports on advising activity, caseload, student progress, and program effectiveness for the provost, academic deans, community campus directors, the University of Alaska System Office, the Board of Regents, and other institutional leaders.

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- Collaborates with institutional effectiveness to develop dashboards and data tools that support data-informed advising practice.

10% Curriculum, Academic Programs, and Student Success:

- Maintains comprehensive knowledge of academic programs, degree requirements, general education curricula, academic policies, and university procedures.
- Partners with faculty and academic leadership on curriculum review, program development, and policy deliberations to provide an advising perspective and ensure student-centered outcomes.
- Advises and supports students navigating complex academic situations, including academic probation, appeals, readmission, transfer credit, and degree exceptions.
- Develops targeted advising initiatives for specific student populations, including first-generation students, transfer students, adult learners, veterans, and students from underserved communities.
- Collaborates with student affairs, enrollment management, administrative services, academic affairs, and other units to ensure coordinated, holistic support for students with complex needs.
- Tracks and works to address gaps in retention, academic standing, and degree completion data.

5% Budget and Resource Management:

- Manages the advising unit budget, including planning, allocation, and stewardship of personnel, operating, and technology resources.
- Identifies and pursues external funding opportunities, such as grants or state workforce initiatives, to support advising programs and student success initiatives.
- Ensures efficient and effective use of resources in alignment with institutional priorities and fiscal constraints.