



ACADEMIC ADVISOR DIVISION OF ENROLLMENT MANAGEMENT AND STUDENT SUCCESS

REPORTS TO: Director for Advising
E CLASS: FT 12 Month
FLSA: Exempt

PURPOSE:

The Academic Advisor provides comprehensive academic advising and guidance to students across all academic disciplines. This role supports student success by helping students develop educational and career plans, select appropriate coursework, and understand academic policies and graduation requirements. The advisor serves as a vital resource, connecting students with institutional support services and assisting them in achieving their academic and professional goals.

PREFERRED QUALIFICATIONS:

- Master's degree in Education, Counseling, or a related field
- Experience in higher education or administrative settings
- Background in academic advising, student support, or related student services

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Provide individual and group academic advising to students regarding program requirements, course selection, and college policies
- Assist students in identifying long-term academic and career goals and in developing actionable plans to meet graduation requirements
- Maintain accurate and confidential student advising records in accordance with FERPA regulations
- Monitor student progress toward degree completion and communicate concerns or milestones to academic departments as appropriate
- Collaborate with department chairs and deans on course scheduling and enrollment patterns to support student progression
- Respond promptly and professionally to student inquiries via email, phone, and in-person appointments
- Advise new, returning, transfer, and international students regarding academic policies, program options, and campus resources
- Utilize institutional information systems (e.g., Banner, Degree Audit) to support academic advising and student tracking
- Participate in student recruitment and engagement initiatives such as orientation, open houses, and commencement activities
- Serve on college and divisional committees to support student success and continuous improvement initiatives
- Represent the College at advising and outreach events, including Junior Day, Senior Day, and community partnership programs

- Perform other related duties as assigned by the Senior Vice President for Enrollment Management and Student Success

KNOWLEDGE, SKILLS & ABILITIES:

- Strong oral and written communication skills with the ability to interact effectively with diverse student populations
- Knowledge of academic advising principles, counseling techniques, and problem-solving strategies
- High level of professionalism, discretion, and confidentiality in handling student information
- Exceptional organizational skills and attention to detail with the ability to manage multiple priorities
- Ability to work independently and exercise sound judgment in decision-making
- Proficiency in Microsoft Office Suite and willingness to learn institutional databases and academic record systems
- Commitment to student development, success, and equitable access to educational resources

WORK ENVIRONMENT:

Normal office environment. The schedule may be flexible to meet the needs of students and faculty; evening and weekend coverage as needed.

TRAVEL:

Some travel.

***This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

SPECIAL INSTRUCTIONS TO APPLICANTS:

A criminal background check will be conducted. *No phone calls will be accepted. Interested applicants should submit a resume, cover letter, and application to hr@miles.edu. Must be legally authorized to work in the United States without the need for employer sponsorship, now or at any time in the future.* Due to the large volume of inquiries, applicants will only receive a response if there is a match, at which point the applicant will be contacted for an interview.

NOTICE OF NON-DISCRIMINATION

Miles College is an equal-opportunity employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities based on race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other basis prohibited by law. Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 101, 5500 Myron Massey Blvd, Fairfield, AL 35064, 205-929-1440, titleix@miles.edu. For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [click](#).

TITLE IX / STATEMENT OF NONDISCRIMINATION

As set forth in this Policy, MILES COLLEGE prohibits discrimination on the basis of sex in its programs and activities. As defined by Title IX, discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related

conditions, sexual orientation, and gender identity.

MILES COLLEGE does not discriminate in its admissions practices, except as permitted by law, in its employment practices, or in its educational programs or activities on the basis of sex.

MILES COLLEGE also prohibits retaliation against any person opposing sex discrimination or participating in any sex discrimination investigation or complaint process, whether internal or external to MILES COLLEGE. Sex-based harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination that are prohibited under Title IX and by the college's [Title IX Policy](#).