Job Purpose: The University Advising Center’s Exploratory Advisor I provides prescriptive academic advising to students in transition, particularly those changing or declaring their major, to facilitate intentional academic decision-making. Exploratory Advisor I’s have a working knowledge of all college curricula and must communicate regularly with campus partners. In addition, this position must maintain an average advising schedule of 30 hours per week, participate in on-going training, conduct various outreach efforts, and regularly assess the effectiveness of programs.

Essential/Non-Essential Functions:

<table>
<thead>
<tr>
<th>Order of Importance</th>
<th>Essential Tasks?</th>
<th>Functionality</th>
<th>Job Duty</th>
<th>Frequency</th>
<th>Percent of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yes</td>
<td>Major Change Advising</td>
<td>Provide Major-Change Advising to undergraduate students. Learn curriculum and program requirements for all majors/minors/focus options at USC including academic regulations, university policies/procedures. Support undecided students and students transitioning into their major of choice. Assist students with learning major and course requirement and developing academic plans. Use DegreeWorks, EAB, and Self-Service Carolina to facilitate the major change process. Incorporate Appreciative Advising techniques in student interactions. Hold office hours in evenings as needed. Other duties as assigned.</td>
<td>Daily</td>
<td>70</td>
</tr>
<tr>
<td>2</td>
<td>Yes</td>
<td>Documentati on and Assessment</td>
<td>Maintain accurate and confidential records of every student interaction including in-person, phone, and online visits. Regularly communicate with students. Develop reports and assist in the assessment of the University Advising Center. Assist with the planning and facilitation of training and professional development activities. Develop expertise in areas related to one-on-one academic support of college students.</td>
<td>Daily</td>
<td>10</td>
</tr>
<tr>
<td>3</td>
<td>Yes</td>
<td>Outreach</td>
<td>Provide outreach and partnership management for the University Advising Center and the academic advising campus community. Manage existing and new academic and campus partnerships. Facilitate academic success presentations and workshops to various campus partners. Serve as UAC</td>
<td>Weekly</td>
<td>10</td>
</tr>
<tr>
<td>4</td>
<td>Yes</td>
<td>Training and Certification</td>
<td>Exploratory Advisor I’s participate in ongoing training to ensure accurate and effective advising, knowledge of current issues and trends related to students’ academic success and retention. Responsibilities include but are not limited to: certification at Level I and II in the Academic Advisor training and Certification program provided by the University Advising Center, participation in UAC trainings, and completed mastery rubrics for Tier I Exploratory Advisors.</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

**Minimum Qualifications (Classified Positions):** Master’s degree in Student Personnel Services or related field and 1 year related experience, or Bachelor's degree and 3 years related experience.

**Preferred Qualifications:** Master’s degree and 1 years advising experience

**Knowledge/Skills/Expertise:** The position requires strong critical thinking, memorization, attention to detail, and communication skills, as well as the ability to work independently while developing strong collaborative relationships with colleagues, students, and student affairs and academic affairs units. The individual must be able to exercise excellent professional judgment and discretion, making decisions on a regular basis that impact student welfare and the institution.

**Mental Demands:**
- Confidentiality
- Customer Contact
- Detailed Work
- Language
- Multiple Concurrent Tasks
- Reading (documents or instruments)
- Reasoning
- Training
- Verbal Communication
- Written Communication
- Analytical and Problem Solving

**Additional Mental Demands:**

**Physical Demands:**
- Attendance
- Sitting
- Speaking
- Writing

**Additional Physical Demands:**

**Please Select Any and All Equipment Needed to Perform the Duties:**
- Computer and Peripheral Equipment
- Copier
- Telephone
- Fax
- Scanner

**List Any and All Additional Equipment Needed to Perform the Duties:**

**Describe the guidelines and supervision an employee receives in order to do this job, including the employee's independence and discretion:** Under direct supervision, this position reports to the Associate Director of Exploratory Advising

**Supervisor’s Comments:**
The University of South Carolina provides affirmative action and equal opportunity in education and employment for all qualified persons. USC does not discriminate on the basis of sexual orientation, national origin, age, disability or veteran status.