

Academic Advisor II
Alcorn State University

Direct Link: <https://www.AcademicKeys.com/r?job=268148>

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Posted Nov. 11, 2025, set to expire May 10, 2026

Job Title	Academic Advisor II
Department	University College
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Nov. 11, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Education Administration - Counseling Services
Job Website	https://jobopps.alcorn.edu/postings/7875
Apply By Email	
Job Description	

The incumbent advises and counsels freshmen and sophomores through the adjustments to college life from secondary school, while simultaneously assisting students with adjustment to being away from home, making mature decisions independently, and strengthening academic skills.

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Knowledge Skills and Abilities

- Knowledge of counseling theories and techniques, theories of learning and human development, and relevant and desirable student learning outcomes; including intellectual growth, realistic self-appraisal, enhanced self-esteem, clarified values, career choice and achievement of personal and educational goals.
- Computer technology skills, including use of Microsoft Office Suite, email/internet applications, and student information systems.
- Excellent communication skills, verbal, written and interpersonal.
- The ability to teach post-secondary students to make sound education planning decisions and develop academic success skills.

Essential Job Functions

- Advises and counsels freshmen and transfer students, monitoring their overall academic progress through mandatory advising sessions
- Provides proactive and intrusive advising interventions for students, including referral and follow-up with other units of the University
- Uses the Noel-Levits Retention Management System and other tools to assist in advising students
- Documents the student advising historically electronically
- Participates in New Student Registration and Orientation programs
- Assists in the planning and execution of programs such as convocation, orientation, high school day and various workshops
- Other related duties as assigned

Qualifications

- Master's degree in Counseling, Education or related field.
- Two (2) years' counseling or advising experience.

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

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