



POSITION DESCRIPTION

POSITION INFORMATION

Position Title		Today's Date
Student Success Advisor		7/22/2025
Position Classification	Appointment (9mos. / 12 mos. / Other)	
Unclassified	12-Months	
Normal Position Work Dates	FLSA	
07/01 - 06/30 (12 Months)	Exempt	
FTE (1.0 is Full-Time)	Classification Title (Classified Only)	
1.0		
Department/Division	Work Location	
Student Success and Advising	Monmouth Campus	
Reports to	Position Number	
Assistant Director, SSA	E99286	
Incumbent	Reports to Position Number	
	E99487	

SUMMARY

Please provide brief summary of the position.

The primary purpose of this position is to provide comprehensive academic and career advising to support students in achieving their educational, professional, and personal goals. The incumbent will assist students with academic planning, exploration of majors and interests, identification of potential obstacles, and referral to appropriate on- and off-campus resources. In addition to direct advising, this position is responsible for engaging in proactive student support activities, including outreach to students identified through early academic alerts and coordination of referrals to programs and services such as TRIO and tutoring.

The successful candidate must be skilled in supporting first-generation, low-income, and underrepresented students, as well as re-entry students, students experiencing academic difficulties, and those in crisis. The role requires cultural humility, adaptability, and a demonstrated commitment to fostering an inclusive and supportive environment for students and colleagues from diverse backgrounds.

PRIMARY DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and incidental duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The position description does NOT constitute an employment agreement between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

JOB DUTIES

JOB DUTIES (Please ensure the total of "% of Time" equals 100%)

% of Time	Duties / Responsibilities	Essential or Incidental
70%	Provide holistic advising support and facilitate academic support services to advisees <ul style="list-style-type: none"> • Maintain a caseload of Health Professions students (pre-nursing and future health professions pathways) and/or exploratory students, meeting regularly, closely monitoring their degree progress, and responding to email and other inquiries in a timely way. • Meet with non-caseload students identified for additional advising support, including but not limited to: <ul style="list-style-type: none"> • Transfer students • International students • Students experiencing academic challenges or challenges navigating WOU • New incoming students • Prospective students • Assist students in identifying and planning for short and long term goals. • Maintain high quality advising records and confidential student records. • Utilize Navigate to support the delivery and documentation of advising services. • Make effective and appropriate referrals to on and off campus resources. 	Essential
20%	Special Projects and Workshop Facilitation <ul style="list-style-type: none"> • In collaboration with unit leadership, engage in special projects which may include activities such as: <ul style="list-style-type: none"> ◦ Design and facilitate workshops, mainly for students in the Health Professions Pathways ◦ Proactive outreach and engaging with early alerts ◦ Summer orientation advising and programming ◦ Peer tutor/peer academic coach training/mentoring 	Essential
5%	Professional Development <ul style="list-style-type: none"> • Remain up to date with trends and best practices in advising • With approval from unit leadership, attend conferences, workshops, and other opportunities to facilitate professional development • Share knowledge gained with program staff 	Essential
5%	Service to the office, division, and university <ul style="list-style-type: none"> • Represent SSA at events, committees, meetings, etc., often in collaboration with campus partners and stakeholders • Participate in on-going professional development (attend relevant conferences, workshops, and review new student success and advising literature) • Actively work to ensure an inclusive, accessible, and welcoming environment for all staff and students • Other duties and special projects, as assigned. 	Select

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities are below. **For classified positions, please see classification specifications found online at**

<https://fa.oregonstate.edu/classification-specifications> to assist with the particular specifications for the position. Please contact Human Resources with questions.

EDUCATION			
Type of Education	Required	Preferred	Specific field, training or degree
High School Diploma or equivalent (GED)	<input type="checkbox"/>	<input type="checkbox"/>	
Associate degree (A.S., A.A.) or two- year technical certificate	<input type="checkbox"/>	<input type="checkbox"/>	
Bachelor's degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Master's degree	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	<input type="checkbox"/>	<input type="checkbox"/>	
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	

EXPERIENCE			
Type of Experience	Required Years of Experience	Preferred Years of Experience	Notes
Advising or related experience	No Experience	1-2 Years	

SOFT SKILLS			
Soft Skill	Required	Preferred	Notes
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

CERTIFICATES, LICENSES, REGISTRATIONS			
(Select all that apply)	Required	Preferred	Please specify required professional license(s), registration(s), and or certification(s), if applicable:
<input checked="" type="checkbox"/> None			
Driver's license	<input type="checkbox"/>	<input type="checkbox"/>	
Eligibility for Professional license, registration or certification	<input type="checkbox"/>	<input type="checkbox"/>	
Professional license	<input type="checkbox"/>	<input type="checkbox"/>	

Registration	<input type="checkbox"/>	<input type="checkbox"/>	
Certification	<input type="checkbox"/>	<input type="checkbox"/>	

SUPERVISION

Check the box next to each supervision level utilized by this position.

Level 1	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	<input checked="" type="checkbox"/>
Level 2	Lead Capacity: Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	<input type="checkbox"/>
Level 3	Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.	<input type="checkbox"/>
Level 4	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.	<input type="checkbox"/>
Level 5	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.	<input type="checkbox"/>
Level 6	Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.	<input type="checkbox"/>

SUPERVISION CONTINUED

Level 7	The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level.	<input type="checkbox"/>
If Level 3 or above is selected, please list direct reports:		
Job Title (i.e. "Student Employee", "Office Specialist 1")		Number of Employees Supervised with this Job Title

*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

DECISION MAKING & FISCAL RESPONSIBILITY

For full definitions of terms in the drop down lists please see the Position Description Writing Guide on the Human Resources [Forms Page](#).

Scope of Decisions Made:	Policy Driven
Impact of Decision Made:	Position
Autonomy and Discretion:	Some Discretion
Fiscal Authority:	None
Fiscal Responsibilities:	None
Operating Budget (\$):	\$ 0
Grant Funding (\$):	\$ 0
Number of Grants:	0
Foundation Funding (\$):	\$ 0
Number of Foundation Funds:	0
Agency (WOU) Funding (\$):	\$ 0

WORKING CONDITIONS

Typical Work Functions* (check all that apply)	<input type="checkbox"/> Balancing	<input type="checkbox"/> Carrying
	<input type="checkbox"/> Climbing	<input type="checkbox"/> Crawling
	<input type="checkbox"/> Crouching/ Stooping	<input type="checkbox"/> Driving
	<input type="checkbox"/> Feeling/Handling	<input checked="" type="checkbox"/> Keyboarding/Computer Use
	<input type="checkbox"/> Personal Protective Equipment	<input type="checkbox"/> Pulling/Pushing
	<input type="checkbox"/> Reaching	<input checked="" type="checkbox"/> Regular interaction with customers
	<input type="checkbox"/> Repetitive movement	<input type="checkbox"/> Sitting
	<input type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Specific Work Schedule
	<input type="checkbox"/> Squatting	<input type="checkbox"/> Standing
	<input type="checkbox"/> Telephone Use	<input type="checkbox"/> Twisting/Bending
	<input type="checkbox"/> Walking/Running	<input type="checkbox"/> Writing

Typical Working Environment and Hazards* (check all that apply)	<input checked="" type="checkbox"/> Normal office environment	<input type="checkbox"/> Animals/Wildlife
	<input type="checkbox"/> Chemicals	<input type="checkbox"/> Confined Spaces
	<input type="checkbox"/> Darkness/Poor Lighting	<input type="checkbox"/> Dust/Fumes
	<input type="checkbox"/> Electrical Hazards	<input type="checkbox"/> Explosives
	<input type="checkbox"/> Fire Hazards	<input type="checkbox"/> Heights

<input type="checkbox"/> Human-Source Material (e.g., blood) <input type="checkbox"/> Moving machinery/Heavy Equipment <input type="checkbox"/> Noise <input type="checkbox"/> Potential Combative Work Environment <input type="checkbox"/> Traffic <input type="checkbox"/> Weather Extremes	<input type="checkbox"/> Indoor Temp Extremes (Heat/Cold) <input type="checkbox"/> Near-Continuous Use of Video Display <input type="checkbox"/> Pathogens <input type="checkbox"/> Radiation <input type="checkbox"/> Vibration
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Lifting Demands*	Up to 10 pounds
Additional Physical Demands or Work Conditions:	
Frequency of Travel*	Up to 10%
Work Schedule (if not typical or specified)	M-F 8-5pm

ADDITIONAL REQUIREMENTS

Background/Education Check: A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement. Reference checks will be conducted.

Equal Employment Opportunity: Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply.

We embrace our differences and know that our diverse team is a strength that drives our success.

Accommodation Requests: Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment[at]wou.edu and we will work with you to meet your accessibility needs.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
HR Director	HR Director Signature / Date

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HR USE ONLY:

Received by:	Date

Position Class #:	Employee Class	Job Location	Appointment Percent
CUPA-HR#/Title	NOC Code	Category Code	SOC Code

Actions Taken

☐ NBAPBUD/NBAPOSN ☐ NBAJOBS ☐ PEAFACT ☐ Electronically Filed

NOTES: