**Your Name Here**

**Academic Advisor I Qualifications Chart**
**College of Science and Engineering Advising Center**

*Complete and upload this required document as part of your application.*

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| **Required Qualifications** | **Explain/demonstrate How You Meet the Qualification** |
| 1. Bachelor’s degree
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| 1. Experience working with children, adolescents, and/or college students in a professional or volunteer capacity.
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| 1. Work some hours outside of the normal Monday through Friday 8:00 to 5:00 (evenings and weekends). While working outside of normal working hours is not common, it sometimes occurs to best serve current and future students.
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| 1. Demonstrated skill in using computer software, specifically MS Word and Excel (must address software individually).
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| 1. Demonstrated ability to perform math sufficient to calculate GPAs, percentages, and basic statistics for summarizing data.
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| 1. Demonstrated experience presenting and/or speaking to groups of 10 or more.
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| 1. Demonstrated professional work experience interpreting and explaining complex policies and procedures.
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| 1. Demonstrated ability to write coherently and precisely.
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| 1. Demonstrated ability for attention to detail.
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| **Preferred Qualifications** | **Explain/demonstrate How You Meet the Qualification****If not, write N/A** |
| 1. Graduate degree or hours towards a graduate degree.
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| 1. Graduate degree in student development, higher education, or related field.
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| 1. Professional academic advising experience in higher education.
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| 1. Demonstrated professional knowledge of Texas State academic policies and procedures.
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| 1. Demonstrated professional experience using Banner student information software.
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| 1. Demonstrated professional experience using Degree Works degree audit software.
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| 1. Evidence of professional accomplishments such as conference presentations, publications, committee leadership, performance commendation or other related achievements.
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