**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.*

|  |  |
| --- | --- |
| **Required Qualifications** | **Explain/demonstrate How You Meet the Qualification** |
| 1. Bachelor’s degree |  |
| 1. Experience working with children, adolescents, and/or college students in a professional or volunteer capacity. |  |
| 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. |  |
| 1. Demonstrated skill in using computer software, specifically MS Word and Excel (must address software individually). |  |
| 1. Demonstrated ability to perform math sufficient to calculate GPAs, percentages, and basic statistics for summarizing data. |  |
| 1. Demonstrated experience presenting and/or speaking to groups of 10 or more. |  |
| 1. Demonstrated professional work experience interpreting and explaining complex policies and procedures. |  |
| 1. Demonstrated ability to write coherently and precisely. |  |
| 1. Demonstrated ability for attention to detail. |  |

|  |  |
| --- | --- |
| **Preferred Qualifications** | **Explain/demonstrate How You Meet the Qualification**  **If not, write N/A** |
| 1. Graduate degree or hours towards a graduate degree. |  |
| 1. Graduate degree in student development, higher education, or related field. |  |
| 1. Professional academic advising experience in higher education. |  |
| 1. Demonstrated professional knowledge of Texas State academic policies and procedures. |  |
| 1. Demonstrated professional experience using Banner student information software. |  |
| 1. Demonstrated professional experience using Degree Works degree audit software. |  |
| 1. Evidence of professional accomplishments such as conference presentations, publications, committee leadership, performance commendation or other related achievements. |  |