

DIANE COSTYN
BBA Finance UGA
ACADEMIC ADVISOR I (Three-quarters time)
Years of Service: 3 (May 2006)

Housing & Consumer Economics
Job Description

1) *Task/Responsibility:* Be initial contact in the department for entering freshmen and transfer students. Inform inquiring students about the curricula in the department (explain curricula and initial information about how existing coursework fits).

Work standard: A friendly, welcoming, helpful attitude is important. Familiarity with UGA rules and regulations, as well as those that are specifically FACS and HACE is essential, as is enthusiasm about majors offered in HACE.

2) *Task/Responsibility:* Specifically advise students on plans of study for all curricula in HACE.

Work standard: A friendly, welcoming, helpful attitude is important. Familiarity with UGA rules and regulations, as well as those that are specifically FACS and HACE is essential, as is enthusiasm about majors offered in HACE. Also, an advisor must know the requirements for each major, be aware of sequencing issues (i.e. with pre-reqs, courses that are not offered every semester, etc.) be familiar with UGA resources and opportunities, and be willing to help students find help when they run into problems.

3) *Task/Responsibility:* Maintain records for all HACE undergraduate students (majors, minors, projected graduation dates, assigned advisors).

Work standard: Must be competent in Excel to establish and maintain spreadsheet. Organizational skills and attention to detail are very important.

4) *Task/Responsibility:* Coordinate advising assignments and transition from academic advisor to faculty advisor for students in their senior year.

Work standard: Organizational skills, attention to detail, competence in Excel, and ability to communicate with others are essential.

5) *Task/Responsibility:* Assist department head and faculty with course scheduling for departmental courses. Prepare the HACE Schedule of Classes each semester to submit to FACS Student Services. Submit request for large lecture classrooms for each semester to Campus Reservations and work with them to resolve any problems in scheduling classrooms.

Work standard: Organizational skills, attention to detail, ability to communicate and work with others, and ability to plan ahead are all essential. Familiarity with HACE courses and how they fit into each plan of study is also important.

6) *Task/Responsibility:* Serve as departmental representative for the CAPA Curriculum Conversion System. Submit all course changes as well as new courses through CAPA for approval.

Work standard: Organizational skills, attention to detail, ability to communicate and work with others, and ability to plan ahead are all essential.

7) *Task/Responsibility:* Serve on the Consumer Journalism Selection Committee, and notify applicants of the committee's decisions. Coordinate Consumer Journalism student requests for PODs each semester with the College of Journalism and Mass Communication. Prepare spreadsheets with Consumer Journalism students' requests for Grady PODs and submit to Grady. Assign PODs received to appropriate students based on their requests and number of hours earned, and communicate this information to them, to the Grady contact, and to the Consumer Journalism faculty advisor.

Work standard: Organizational skills, attention to detail, and competence with Excel are all essential. Willingness to communicate clearly and quickly with students as PODs become available so that they PODs are assigned fairly and efficiently is important. Problem-solving skills are frequently required when students don't receive the particular PODs they requested.

8) *Task/Responsibility:* Maintain continuing communication with the Department Head, Undergraduate Coordinator, HACE faculty, and the FACS Student Services Office.

Work standard: Willingness to ask questions and report problems and other issues is important.

9) *Task/Responsibility:* Coordinate the financial planning courses offered in conjunction with Cannon Financial for the certificate program for professionals who are interested in becoming CFPs. Manage courses offered on WebCT; prepare admissions letters for new students; coordinate with faculty to update and post syllabi and quizzes in a timely manner; add students as each new course is opened; maintain communication with Cannon Financial representative.

Work standard: Organizational skills, attention to detail, and willingness to plan ahead are all important.

10) *Task/Responsibility:* Update HACE is the Place each semester.

Work standard: Must compare information in *HACE Is the Place* with current information from a variety of sources, ask questions, and pay attention to detail.

11) *Task/Responsibility*: Participate in appropriate department and college committees and activities.

Work standard: Willingness to participate as needed.

12) *Task/Responsibility*: Be an active team member in the HACE Department.

Work standard: Interest in all aspects of the department and willingness to take part.