CLAS Departmental Liaisons Job Description

Main Responsibility: Serve as a communication and information resource between department stakeholders and CLAS Academic Advising Center (CAAC)

Secondary Responsibility: Serve as a communication and information resource between University advising, department stakeholders in collaboration with CLAS Academic Advising Center (CAAC)

Faculty who have been designated by their academic departments as liaisons to the CLAS Academic Advising Center will assume the following responsibilities:

- Provide curriculum updates to their designee in the CAAC
- Communicate any academic advising concerns to their designee in the CAAC
- Communicate any advising-related events planned in the department so the CAAC can help disseminate this information to interested students
- Be the recipients of advising updates from their designee in the CAAC or University advising sources and share this information with their departmental colleagues
- Be the recipients of information on advising-related events planned by the CAAC and other advising units, including University sources which may involve one or two meetings per year, and share this information with departmental colleagues and interested students
- Collaborate on advising-specific workshops, including group advising sessions, offered by the CAAC
- Be a point of referral for students newly interested in the specific majors in which the faculty liaison advises
- Be the recipients of information regarding students (in their specific academic programs) who are experiencing academic difficulties (including communication to Navigators re MAPworks). Coordinate outreach efforts within their departments, as applicable.

CLAS Academic Advising Center liaisons to the academic departments will assume the following responsibilities:

- Be a point of referral/contact for all faculty in the departments to whom they are liaison, particularly new faculty, as advising questions and concerns arise
- Communicate any advising updates to their faculty liaisons, such as changes to the general education and/or basic skills requirements, changes in academic policies and procedures, and any other advising-related information
- Communicate information about advising-related events sponsored by CAAC and other advising units that might be of interest to specific departments and their students
- Coordinate group advising events, particularly during registration time in the spring, to assist departments in serving all their students
- Be a point of referral for faculty to send students who need assistance with specific advising concerns, including change of major, academic policies and procedures, registration issues, etc.
- Communicate information regarding students who are experiencing academic difficulties and assist with providing appropriate levels of outreach to these students.