

Chapter 11

Job Responsibilities: 4-Year Institutions

Tables

In this chapter, the responses to 21 activities lead to a better understanding of the job responsibilities of academic advisors in 4-year institutions. Survey participants responded with yes, an activity was a job responsibility of at least one academic advisor, or no, it was not a job responsibility. The 21 activities are presented in seven groups of job responsibilities (each containing between one and six specific job activities): plan of study; course scheduling and registration; administrative duties; career advising; recruitment, orientation, and placement; academic and student services; and coordinate student experiences. The 21 activities are presented by the seven job responsibility groups in Table 11.1.

Samples with fewer than 50 respondents are marked with an * (e.g., $n = 30^*$) on tables that present the number and percentage of respondents who endorsed a particular answer. A change in the answer of one respondent in this sample would change the degree of difference by more than 2%. Therefore, inferences involving these groups should be made cautiously.

Table 11.1

JOB RESPONSIBILITIES FOR 4-YEAR INSTITUTIONS (N = 531)

Responsibility Group	f	%
Plan of Study		
Help develop plan of study	519	97.7
Course Scheduling and Registration		
Help schedule courses	523	98.5
Help with course registration	498	93.8
Administrative Duties		
Serve on committees	501	94.4
Liaison to academic department	388	73.1
Career Advising		
Help select a major	483	91.0
Help explore career interests	430	81.0
Help make career plans	342	64.4
Help explore world of work information	332	62.5
Help with job search process	132	24.9
Recruitment, Orientation, & Placement		
Participate in new student orientation	504	94.9
Participate in student recruitment	320	60.3
Administer basic skills placement testing	112	21.1
Academic & Student Services		
Teach (including freshmen seminar courses)	387	72.9
Deliver basic skills development	146	27.5
Tutor	96	18.1
Determine disability	85	16.0

accommodations		
Provide mental health counseling	35	6.6
Provide financial aid counseling	33	6.2
Coordinate Student Experiences		
Coordinate student internships	173	32.6
Coordinate study abroad opportunities	120	22.6

Table 11.2

PLAN OF STUDY AND COURSE SCHEDULING & REGISTRATION FOR 4-YEAR INSTITUTIONS BY SIZE OF INSTITUTION

Responsibility Group	Small		Medium		Large	
	<i>n</i> = 303		<i>n</i> = 167		<i>n</i> = 58	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Plan of Study						
Help develop plan of study	295	97.4	164	98.2	57	98.3
Course Scheduling & Registration						
Help schedule courses	301	99.3	165	98.8	54	93.1
Help with course registration	284	93.7	157	94.0	54	93.1

Note. Small = 5,999 or fewer; medium = 6,000-23,999; large = 24,000 or more undergraduate enrollments.

Table 11.3

PLAN OF STUDY AND COURSE SCHEDULING & REGISTRATION FOR 4-YEAR INSTITUTIONS BY INSTITUTIONAL TYPE

Responsibility Group	Public bachelor		Private bachelor		Public master		Private master		Public doctorate		Private doctorate		Proprietary	
	<i>n</i> = 30*		<i>n</i> = 74		<i>n</i> = 89		<i>n</i> = 117		<i>n</i> = 127		<i>n</i> = 70		<i>n</i> = 24*	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Plan of Study														
Help develop plan of study	28	93.3	74	100.0	88	98.9	115	98.3	124	97.6	70	100.0	20	83.3
Course Scheduling & Registration														
Help schedule courses	30	100.0	74	100.0	87	97.8	116	99.1	124	97.6	70	100.0	22	91.7
Help with course registration	29	96.7	66	89.2	82	92.1	107	91.5	122	96.1	69	98.6	23	95.8

Note. *Fewer than 50 respondents; interpret with caution.

Table 11.4

PLAN OF STUDY AND COURSE SCHEDULING & REGISTRATION FOR 4-YEAR INSTITUTIONS BY MANDATORY ADVISING

Responsibility Group	Yes		No		For some	
	<i>n</i> = 273		<i>n</i> = 146		<i>n</i> = 112	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Plan of Study						
Help develop plan of study	267	97.8	141	96.6	111	99.1
Course Scheduling and Registration						
Help schedule courses	270	98.9	143	97.9	110	98.2
Help with course registration	255	93.4	137	93.8	106	94.6

Table 11.5

PLAN OF STUDY AND COURSE SCHEDULING & REGISTRATION FOR 4-YEAR INSTITUTIONS BY ADVISING PERSONNEL

Responsibility Group	FT pros		FT faculty		Both FT pros and faculty	
	<i>n</i> = 126		<i>n</i> = 108		<i>n</i> = 297	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Plan of Study						
Help develop plan of study	121	96.0	106	98.1	292	98.3
Course Scheduling & Registration						
Help schedule courses	123	97.6	105	97.2	295	99.3
Help with course registration	119	94.4	93	86.1	286	96.3

Table 11.6

PLAN OF STUDY AND COURSE SCHEDULING & REGISTRATION FOR 4-YEAR INSTITUTIONS BY ADVISING SITUATION (*N* = 550)

Responsibility Group	Institution		College, school, division		Department	
	<i>n</i> = 337		<i>n</i> = 182		<i>n</i> = 31*	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Plan of Study						
Help develop plan of study	330	97.9	178	97.8	30	96.8
Course Scheduling and Registration						
Help schedule courses	335	99.4	177	97.3	30	96.8
Help with course registration	314	93.2	176	96.7	27	87.1

Note. *Fewer than 50 respondents; interpret with caution.

Table 11.7

ADMINISTRATIVE DUTIES FOR 4-YEAR INSTITUTIONS BY SIZE OF INSTITUTION

Responsibility	Small		Medium		Large	
	<i>n</i> = 303		<i>n</i> = 167		<i>n</i> = 58	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Serve on committees	282	93.1	159	95.2	57	98.3
Liaison to academic department	209	69.0	128	76.6	49	84.5

Note. Small = 5,999 or fewer; medium = 6,000-23,999; large = 24,000 or more undergraduate enrollments.

Table 11.8

ADMINISTRATIVE DUTIES FOR 4-YEAR INSTITUTIONS BY INSTITUTIONAL TYPE

Responsibility	Public bachelor		Private bachelor		Public master		Private master		Public doctorate		Private doctorate		Proprietary	
	<i>n</i> = 30*		<i>n</i> = 74		<i>n</i> = 89		<i>n</i> = 117		<i>n</i> = 127		<i>n</i> = 70		<i>n</i> = 24*	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Serve on committees	25	83.3	74	100.0	84	94.4	107	91.5	125	98.4	65	92.9	21	87.5
Liaison to academic department	18	60.0	40	54.1	67	75.3	84	71.8	102	80.3	56	80.0	21	87.5

Note. *Fewer than 50 respondents; interpret with caution.

Table 11.9

ADMINISTRATIVE DUTIES FOR 4-YEAR INSTITUTIONS BY MANDATORY ADVISING

Responsibility	Yes		No		For some	
	<i>n</i> = 273		<i>n</i> = 146		<i>n</i> = 112	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Serve on committees	255	93.4	139	95.2	107	95.5
Liaison to academic department	189	69.2	107	73.3	92	82.1

Table 11.10

ADMINISTRATIVE DUTIES FOR 4-YEAR INSTITUTIONS BY ADVISING PERSONNEL

Responsibility	FT pros		FT faculty		Both FT pros and faculty	
	<i>n</i> = 126		<i>n</i> = 108		<i>n</i> = 297	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Serve on committees	120	95.2	102	94.4	279	93.9
Liaison to academic department	102	81.0	63	58.3	223	75.1

Table 11.11

ADMINISTRATIVE DUTIES FOR 4-YEAR INSTITUTIONS BY ADVISING SITUATION (*N* = 550)

Responsibility	Institution		College, school, division		Department	
	<i>n</i> = 337		<i>n</i> = 182		<i>n</i> = 31*	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Serve on committees	316	93.8	174	95.6	30	96.8
Liaison to academic department	238	70.6	142	78.0	21	67.7

Note. *Fewer than 50 respondents; interpret with caution.

Table 11.12

CAREER ADVISING FOR 4-YEAR INSTITUTIONS BY SIZE OF INSTITUTION

Responsibility	Small		Medium		Large	
	<i>n</i> = 303		<i>n</i> = 167		<i>n</i> = 58	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Help select a major	266	87.8	157	94.0	58	100.0
Help explore career interests	234	77.2	140	83.8	53	91.4
Help make career plans	186	61.4	108	64.7	46	79.3
Help explore world of work information	177	58.4	113	67.7	40	69.0
Help with job search process	77	25.4	44	26.3	10	17.2

Note. Small = 5,999 or fewer; medium = 6,000-23,999; large = 24,000 or more undergraduate enrollments.

Table 11.13

CAREER ADVISING FOR 4-YEAR INSTITUTIONS BY INSTITUTIONAL TYPE

Responsibility	Public bachelor		Private bachelor		Public master		Private master		Public doctorate		Private doctorate		Proprietary	
	<i>n</i> = 30*		<i>n</i> = 74		<i>n</i> = 89		<i>n</i> = 117		<i>n</i> = 127		<i>n</i> = 70		<i>n</i> = 24*	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Help select a major	26	86.7	68	91.9	82	92.1	107	91.5	120	94.5	68	97.1	12	50.0
Help explore career interests	25	83.3	61	82.4	74	83.1	85	72.6	115	90.6	59	84.3	11	45.8
Help make career plans	21	70.0	51	68.9	59	66.3	64	54.7	89	70.1	47	67.1	11	45.8
Help explore world of work information	20	66.7	46	62.2	57	64.0	63	53.8	88	69.3	46	65.7	12	50.0
Help with job search process	9	30.0	22	29.7	22	24.7	30	25.6	30	23.6	15	21.4	4	16.7

Note. *Fewer than 50 respondents; interpret with caution.

Table 11.14

CAREER ADVISING FOR 4-YEAR INSTITUTIONS BY MANDATORY ADVISING

Responsibility	Yes		No		For some	
	<i>n</i> = 273		<i>n</i> = 146		<i>n</i> = 112	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Help select a major	250	91.6	125	85.6	108	96.4
Help explore career interests	231	84.6	106	72.6	93	83.0
Help make career plans	186	68.1	84	57.5	72	64.3
Help explore world of work information	180	65.9	82	56.2	70	62.5
Help with job search process	71	26.0	32	21.9	29	25.9

Table 11.15

CAREER ADVISING FOR 4-YEAR INSTITUTIONS BY ADVISING PERSONNEL

Responsibility	FT pros		FT faculty		Both FT pros and faculty	
	<i>n</i> = 126		<i>n</i> = 108		<i>n</i> = 297	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Help select a major	110	87.3	97	89.8	276	92.9
Help explore career interests	91	72.7	85	78.7	254	85.5
Help make career plans	66	52.4	72	66.7	204	68.7
Help explore world of work information	69	54.8	65	60.2	198	66.7
Help with job search process	19	15.1	34	31.5	79	26.6

Table 11.16

CAREER ADVISING FOR 4-YEAR INSTITUTIONS BY ADVISING SITUATION (N = 550)

Responsibility	Institution		College, school, division		Department	
	<i>n</i> = 337		<i>n</i> = 182		<i>n</i> = 31*	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Help select a major	315	93.5	164	90.1	21	67.7
Help explore career interests	274	81.3	152	83.5	22	71.0
Help make career plans	220	65.3	120	65.9	18	58.1
Help explore world of work information	211	62.6	120	65.9	19	61.3
Help with job search process	95	28.2	40	22.2	7	22.6

Note. *Fewer than 50 respondents; interpret with caution.

Table 11.17

RECRUITMENT, ORIENTATION, & PLACEMENT FOR 4-YEAR INSTITUTIONS BY SIZE OF INSTITUTION

Responsibility	Small		Medium		Large	
	<i>n</i> = 303		<i>n</i> = 167		<i>n</i> = 58	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Participate in new student orientation	287	94.7	161	96.4	54	93.1
Participate in student recruitment	151	49.8	117	70.1	51	87.9
Administer basic skills placement testing	76	25.1	25	15.0	10	17.2

Note. Small = 5,999 or fewer; medium = 6,000-23,999; large = 24,000 or more undergraduate enrollments.

Table 11.18

RECRUITMENT, ORIENTATION, & PLACEMENT FOR 4-YEAR INSTITUTIONS BY INSTITUTIONAL TYPE

Responsibility	Public bachelor		Private bachelor		Public master		Private master		Public doctorate		Private doctorate		Proprietary	
	<i>n</i> = 30*		<i>n</i> = 74		<i>n</i> = 89		<i>n</i> = 117		<i>n</i> = 127		<i>n</i> = 70		<i>n</i> = 24*	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Participate in new student orientation	26	86.7	70	94.6	84	94.4	112	95.7	124	97.6	66	94.3	22	91.7
Participate in student recruitment	18	60.0	37	50.0	54	60.7	57	48.7	109	85.8	37	52.9	8	33.3
Administer basic skills placement testing	8	26.7	21	28.4	19	21.3	30	25.6	17	13.4	13	18.6	4	16.7

Note. *Fewer than 50 respondents; interpret with caution.

Table 11.19

RECRUITMENT, ORIENTATION, & PLACEMENT FOR 4-YEAR INSTITUTIONS BY MANDATORY ADVISING

Responsibility	Yes		No		For some	
	<i>n</i> = 273		<i>n</i> = 146		<i>n</i> = 112	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Participate in new student orientation	257	94.1	139	95.2	108	96.4
Participate in student recruitment	152	55.7	91	62.3	77	68.8
Administer basic skills placement testing	60	22.0	34	23.3	18	16.1

Table 11.20

RECRUITMENT, ORIENTATION, & PLACEMENT FOR 4-YEAR INSTITUTIONS BY ADVISING PERSONNEL

Responsibility	FT pros		FT faculty		Both FT pros and faculty	
	<i>n</i> = 126		<i>n</i> = 108		<i>n</i> = 297	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Participate in new student orientation	118	93.7	97	89.8	289	97.3
Participate in student recruitment	82	65.1	54	50.0	184	62.0
Administer basic skills placement testing	18	14.3	25	23.1	69	23.2

Table 11.21

RECRUITMENT, ORIENTATION, & PLACEMENT FOR 4-YEAR INSTITUTIONS BY ADVISING SITUATION (*N* = 550)

Responsibility	Institution		College, school, division		Department	
	<i>n</i> = 337		<i>n</i> = 182		<i>n</i> = 31*	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Participate in new student orientation	319	94.7	176	96.7	28	90.3
Participate in student recruitment	180	53.4	132	72.5	25	80.6
Administer basic skills placement testing	82	24.3	29	15.9	3	9.7

Note. *Fewer than 50 respondents; interpret with caution.

Table 11.22

RECRUITMENT, ORIENTATION, & PLACEMENT FOR 4-YEAR INSTITUTIONS BY SIZE OF INSTITUTION

Responsibility	Small		Medium		Large	
	<i>n</i> = 303		<i>n</i> = 167		<i>n</i> = 58	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Teach	222	73.3	119	71.3	45	77.6
Deliver basic skills development	90	29.7	40	24.0	14	24.1
Tutor	65	21.5	22	13.2	8	13.8
Determine disability accommodations	70	23.1	9	5.4	5	8.6
Provide mental health counseling	24	7.9	7	4.2	4	6.9
Provide financial aid counseling	15	5.0	16	9.6	2	3.4

Note. Small = 5,999 or fewer; medium = 6,000-23,999; large = 24,000 or more undergraduate enrollments.

Table 11.23

ACADEMIC & STUDENT SERVICES FOR 4-YEAR INSTITUTIONS BY INSTITUTIONAL TYPE

Responsibility	Public bachelor		Private bachelor		Public master		Private master		Public doctorate		Private doctorate		Proprietary	
	<i>n</i> = 30*		<i>n</i> = 74		<i>n</i> = 89		<i>n</i> = 117		<i>n</i> = 127		<i>n</i> = 70		<i>n</i> = 24*	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Teach	23	76.7	66	89.2	68	76.4	85	72.6	88	69.3	51	72.9	6	25.0
Deliver basic skills development	7	23.3	20	27.0	27	30.3	35	29.9	27	21.3	24	34.3	6	25.0
Tutor	4	13.3	16	21.6	17	19.1	19	16.2	16	12.6	21	30.0	3	12.5
Determine disability accommodations	6	20.0	24	32.4	13	14.6	23	19.7	5	3.9	8	11.4	6	25.0
Provide mental health counseling	3	10.0	4	5.4	5	5.6	8	6.8	6	4.7	8	11.4	1	4.2
Provide financial aid counseling	4	13.3	3	4.1	7	7.9	4	3.4	8	6.3	6	8.6	1	4.2

Note. *Fewer than 50 respondents; interpret with caution.

Table 11.24

ACADEMIC & STUDENT SERVICES FOR 4-YEAR INSTITUTIONS BY MANDATORY ADVISING

Responsibility	Yes		No		For some	
	<i>n</i> = 273		<i>n</i> = 146		<i>n</i> = 112	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Teach	216	79.1	97	66.4	74	66.1
Deliver basic skills development	79	28.9	41	28.1	26	23.2
Tutor	56	20.5	26	17.8	14	12.5
Determine disability accommodations	52	19.0	20	13.7	13	11.6
Provide mental health counseling	21	7.7	9	6.2	5	4.5
Provide financial aid counseling	19	7.0	7	4.8	7	6.3

Table 11.25

ACADEMIC & STUDENT SERVICES FOR 4-YEAR INSTITUTIONS BY ADVISING PERSONNEL

Responsibility	FT pros		FT faculty		Both FT pros and faculty	
	<i>n</i> = 126		<i>n</i> = 108		<i>n</i> = 297	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Teach	62	49.2	100	92.6	225	75.8
Deliver basic skills development	25	19.8	29	26.9	92	31.0
Tutor	17	13.5	20	18.5	59	19.9
Determine disability accommodations	8	6.3	20	18.5	57	19.2
Provide mental health counseling	6	4.8	8	7.4	21	7.1
Provide financial aid counseling	11	8.7	4	3.7	18	6.1

Table 11.26

ACADEMIC & STUDENT SERVICES FOR 4-YEAR INSTITUTIONS BY ADVISING SITUATION (N = 550)

Responsibility	Institution		College, school, division		Department	
	<i>n</i> = 337		<i>n</i> = 182		<i>n</i> = 31*	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Teach	259	76.9	121	66.5	20	64.5
Deliver basic skills development	103	30.6	39	21.4	8	25.8
Tutor	67	19.9	26	14.3	4	12.9
Determine disability accommodations	69	20.5	18	9.9	3	9.7
Provide mental health counseling	19	5.6	11	6.0	6	19.4
Provide financial aid counseling	23	6.8	9	4.9	4	12.9

Note. *Fewer than 50 respondents; interpret with caution.

Table 11.27

COORDINATE STUDENT EXPERIENCES FOR 4-YEAR INSTITUTIONS BY SIZE OF INSTITUTION

Responsibility	Small		Medium		Large	
	<i>n</i> = 303		<i>n</i> = 167		<i>n</i> = 58	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Coordinate student internships	104	34.3	49	29.3	19	32.8
Coordinate study abroad opportunities	71	23.4	30	18.0	19	32.8

Note. Small = 5,999 or fewer; medium = 6,000-23,999; large = 24,000 or more undergraduate enrollments.

Table 11.28

COORDINATE STUDENT EXPERIENCES FOR 4-YEAR INSTITUTIONS BY INSTITUTIONAL TYPE

Responsibility	Public bachelor		Private bachelor		Public master		Private master		Public doctorate		Private doctorate		Proprietary	
	<i>n</i> = 30*		<i>n</i> = 74		<i>n</i> = 89		<i>n</i> = 117		<i>n</i> = 127		<i>n</i> = 70		<i>n</i> = 24*	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Coordinate student internships	10	33.3	29	39.2	31	34.8	35	29.9	39	30.7	25	35.7	4	16.7
Coordinate study abroad opportunities	6	20.0	21	28.4	17	19.1	21	17.9	29	22.8	20	28.6	6	25.0

Note. *Fewer than 50 respondents; interpret with caution.

Table 11.29

COORDINATE STUDENT EXPERIENCES FOR 4-YEAR INSTITUTIONS BY MANDATORY ADVISING

Responsibility	Yes		No		For some	
	<i>n</i> = 273		<i>n</i> = 146		<i>n</i> = 112	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Coordinate student internships	86	31.5	46	31.5	41	36.6
Coordinate study abroad opportunities	67	24.5	31	21.2	22	19.6

Table 11.30

COORDINATE STUDENT EXPERIENCES FOR 4-YEAR INSTITUTIONS BY ADVISING PERSONNEL

Responsibility	FT pros		FT faculty		Both FT pros and faculty	
	<i>n</i> = 126		<i>n</i> = 108		<i>n</i> = 297	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Coordinate student internships	25	19.8	49	45.4	99	33.3
Coordinate study abroad opportunities	25	19.8	23	21.3	72	24.2

Table 11.31

COORDINATE STUDENT EXPERIENCES FOR 4-YEAR INSTITUTIONS BY ADVISING SITUATION (N = 550)

Responsibility	Institution		College, school, division		Department	
	<i>n</i> = 337		<i>n</i> = 182		<i>n</i> = 31*	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Coordinate student internships	111	32.9	60	33.0	9	29.0
Coordinate study abroad opportunities	77	22.8	42	23.1	5	16.1

Note. *Fewer than 50 respondents; interpret with caution.