**AE002 Academic Advisor I**

* This title is used when one is primarily advising undergrad students.

**AE003 Academic Advising Manager (was Academic Advisor II)**

* If not supervising, need at least 20% programmatic management/oversight (e.g., managing tutor center, career advising, internship program, certificate program, grad program oversight, etc). The programmatic responsibilities should not be directly related to the core advising process (e.g., recruitment, SOAR, and admissions are not considered additional programmatic responsibilities as they are core to the advising process).
* If placed in this SJD because of supervision, needs to meet [supervision definition](https://kb.wisc.edu/images/group86/shared/Manager_LeadWorkerResponsibilities2.1.21.pdf) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AE014 Cooperative Educational Coordinator**

* Used when the position is responsible for an internship program or a program similar to an internship program where they are establishing relationships with external organizations for student experience.

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**AE025 Admissions & Recruitment Coordinator I**

**AE084 Admissions & Recruitment Coordinator II**

These titles are not typically used in L&S as they relate to undergrad admissions and recruitment which normally takes place at the campus level. If there is an undergrad program that has unique requirements that are reviewed/manages/approved at the department level, please consult with your HR manager.

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**We expect that many of the employees originally mapped to AE030 will move to AE091 and those in AE073 will move to AE092, unless they are not providing full life-cycle service to students.**

**AE030 Grad Program Admissions & Recruitment Coordinator I**

**AE073 Grad Program Admissions & Recruitment Coordinator II**

* Level II may supervise.

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**AE091 Graduate Program Coordinator I**

* Serves as first point of contact and resource for graduate students.
* Basic advising services include: providing recommendations based on established policies and procedures.
* May manage timetable process.

**AE092 Graduate Program Coordinator II**

* Serves as primary resource.
* In-depth advising services include: providing guidance on what courses students should enroll in to meet their academic program requirements, or who to connect with for faculty advising.
* Assists with developing policy and procedure recommendations.
* Management or oversight of student programming (e.g., overseeing more than one graduate program, career advising, internship program, certificate program, undergrad programming, etc.). The programmatic responsibilities should not be directly related to the core advising process. As a result, recruitment, SOAR, and admissions are not considered additional programmatic responsibilities as they are core to the advising process.
* May develop and/or and plan events.

**AE093 Graduate Program Manager**

* Has final authority on determining and approving graduate student funding distribution and programmatic decisions.
* Makes policy recommendations.
* If placed in this SJD because of supervision, needs to meet [supervision definition](https://kb.wisc.edu/images/group86/shared/Manager_LeadWorkerResponsibilities2.1.21.pdf)

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Cross-Listed on the Administration Job Aid:

**AE010 Academic Program Specialist**

* Emphasis on academic program evaluation, analysis of academic data, and recommendations.
* Implements student oriented and academic focused program decisions.

**AE024 Academic Program Manager**

* Oversees an academic program (e.g., First Year Interest Group). This does not have to be management of an academic program for UW-Madison, e.g., employee could manage a K-12 program.