Position Description for Company Academic Advisors

Job Purpose:
Each cadet Company is assigned a specially chosen member of the faculty or staff who works closely with the Company Tactical Officer and the cadet chain-of-command (primarily the Company Academic Officer) to ensure that academic and military requirements are compatible and that cadets are aware of academic resources and services available to them on the campus (The Citadel Course Catalog).

Job Functions/Duties:
- **Attends** the yearly meeting in August, normally the Sunday night after Matriculation Day.
- **Meets** with Company freshmen that same Sunday evening.
- **Meets** with Company cadets (on numerous Tuesdays and some Thursdays during drill) for the Leadership Education Program coordinated by the Office of the Commandant and the Company Tactical Officers (see Training Schedule for details).
- **Conducts** meetings with cadets (all four classes) approximately one time each semester.
- **Checks** on cadets (primarily freshmen and sophomores) in the barracks during ESP.
- **Coordinates** with the Academic Support Center concerning at-risk cadets in the Company/Battalion.
- **Reviews** the class absences of the Company/Battalion and contacts those cadets with excessive absences.
- **Monitors** the academics of all cadets in Company/Battalion, focusing on freshmen and sophomores, as well as students on Academic Probation
- **Performs** additional duties as needed.