

ACADEMIC ADVISING

Position: ACADEMIC ADVISOR

Department: OFFICE OF ACADEMIC SERVICES

DESCRIPTION OF DUTIES: As a member of the Academic Services team, the Academic Advisors provide a safe, non-judgmental, and comfortable advising atmosphere where students are encouraged to grow intellectually and personally. Advisors help students make positive decisions that enable them to move forward in their academic lives, challenging students to stretch their strengths, experience new things and use their time in the college as a learning experience. Responsibilities include:

- Provide in-depth academic counseling and developmental advising to all Newbie University undergraduate students (day and evening) while maintaining accurate records of all sessions.
- In areas of academic advising specialization (honors, transfer, LSM and Exploratory), establish and maintain collaborative and supportive relationships with Department Chairs, Student Life staff, and faculty affiliated with the respective disciplines/ programs of specialization.
- Participate in and create major academic advising initiatives and interventions. This includes: summer orientation, transfer registration day, and other college programs.
- Track students progress toward graduation, including auditing of all rising senior's academic work.
- Teach one section of first-year seminar or transfer seminar.
- Represent the Advising Center on college committees and task forces as well as various professional organizations.

REQUIREMENTS: Master's degree (preferably in education, college student personnel, counseling or related field) or an equivalent combination of education and experience is required. Must have the ability to work with students, parents, faculty, and staff. Must have excellent oral and written communication skills; and be well organized and detail oriented. Knowledge of Microsoft Office, Banner, and Internet. Experience and commitment to working with a diverse student body.