

## **Academic Advising Center Position Notice**

### **\*\*\*ACADEMIC ADVISOR\*\*\***

**POSITION: Academic Advisor in the Academic Advising Center.**

Requisition #56707. Specified term appointments, with number of positions and percentage of time depending on vacancies, funding, and needs of the Center. Anticipated start date July 27, 2009.

**PAY:** \$27,622 (75% time) to \$36,829 (full-time) annual salary. Professional staff appointment with benefits.

**BASIC FUNCTION AND RESPONSIBILITIES:** Advise open majors (students who have not chosen a major), pre-business majors, pre-professional students (e.g., pre-medicine, pre-law), students seeking admission to selective programs (e.g. Journalism Interest, Nursing Interest) and first-year students with declared majors in Liberal Arts and Sciences (e.g., Biology, English, Psychology). Serve as consultants to faculty, departments and colleges about the effects of curricular and procedural changes on students' education. Design and deliver recruitment and retention programs.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Advise a caseload of undergraduate students on academic matters ranging from selecting a program of study and developing academic plans to schedule-building and registration;
- Refer students to appropriate departmental offices, faculty, and support services for help with academic, personal, and career counseling, academic skills development, and financial aid;
- Assist students in exploring career options in relation to their academic programs of study;
- Support students as they make the transition from high school to college;
- Maintain systematic and frequent contact with advisees;
- Maintain detailed records of conferences with advisees;
- Participate in orientation sessions, workshops, and other programs;
- Participate in initial and continuing training programs and in regular staff meetings;
- Contribute to the continuing development of the Advising Center through committee work and through work with academic departments and other campus offices;
- Write letters of recommendation for students applying to professional programs and for scholarships;
- Develop and present recruitment and retention programming (e.g., informational sessions for students and parents, teaching the University's first year experience course);
- Serve as liaison to department, office or college;
- Advocate on behalf of students with faculty, staff, colleagues, and parents, as appropriate;
- Answer questions about advising from parents and the general public.
- Seek opportunities to enhance professional knowledge, skills, and abilities.
- Represent the interests of the University and of the Center leadership in the use of resources; strive to promote continual improvement of process and quality.
- Welcome diversity among students and colleagues.
- Demonstrate respect for all individuals.

SUPERVISION RECEIVED: General supervision is received from the Director of the Academic Advising Center or from other designated officials.

REQUIRED QUALIFICATIONS:

- A Master's degree, or an equivalent combination of education and experience, is required.
- Some experience (6 months – 1 year) working directly with undergraduate students in an academic setting is required.
- Demonstrated knowledge of and ability to address the advising needs of undergraduate students (as evidenced by excellent written answers to application questions) are required.
- Ability to effectively interact with diverse populations while representing the Center and the University to internal and external constituents (as evidenced by excellent written answers to application questions) is required.
- Excellent organizational, interpersonal, and communication skills are required.

DESIRABLE QUALIFICATIONS:

- Some experience (6 months – 1 year) in undergraduate academic advising is desirable.
- Some experience (6 months – 1 year) in college teaching at the undergraduate level is desirable.

TO APPLY:

Required application materials listed at <http://www.uiowa.edu/web/advisingcenter/employment>

**Application Deadline is May 4, 2009**

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