

Position Description

Job Title: *Academic Advisor*

Effective Date: 6/15/2022

Department: Academic Affairs

Position Type: Part-time non-exempt staff

Salary Range: 15 hours/week; \$32 - \$35 hourly rate

Reports To: Chief Academic Officer

Job Summary: The Academic Advisor plays an integral role in the university's student retention and persistence efforts, with priority on the advisement of undergraduate (UG) students. As a support service staff member who ushers students through their degree programs, the Academic Advisor regularly liaises with the Chief Student Affairs Officer, the Registrar, Student Success Center Director, and Academic Department Chairs, while reporting to the Chief Academic Officer (CAO) on logistics of student retention and whole-person development.

The Academic Advisor also works closely with Enrollment, Wellness/Counseling, Student Success Center, Student Life, International Student Services, and Residence Life to provide advisement from the time students enter UWest through graduation. The Academic Advisor takes direction from academic department chairs regarding program requirements and the development of student success plans and works closely with the Registrar to ensure course sequence is adequately offered in order to meet graduation requirements. The Academic Advisor is tasked with implementation of UWest's mission and values in all interactions with students and colleagues.

Job Duties and Responsibilities:

- Assist students' transition into the university by providing personalized advisement that is both caring and facilitates their self-agency as learners;
- Meet regularly with undergraduate students to provide advising concerning their academic major courses according to program requirements and the students' needs and interests;
- Be flexible in terms of advising hours (evenings and weekends) and modes of communication (in-person, Zoom, etc.);
- Help undergraduate students understand General Education (GE) curriculum and plan their GE courses according to program requirements and the student's needs and interests;
- Set academic goals and address academic concerns;
- Provide registration advisement;
- Conduct regular degree checks;
- Serve on the Student Early Alert System (SEAS) Team and facilitate attendance in monitoring and communication between SEAS, students, faculty and chairs;
- Provide the first level of academic intervention by developing student success plans and academic contracts and referral to support services;
- Provide one-to-one academic coaching and supplemental academic advising in order to strengthen students' academic performance;
- Work with first-year degree-seeking students and students of any level and degree on academic warning or probation;

- Collaborate with appropriate campus partners to develop and maintain holistic student advisement, with a special focus on first-generation, underserved, and international student populations;
- Develop and foster a close consulting relationship with academic chairs and the Registrar regarding program requirements, course sequencing and scheduling, student progress, etc.
- Make recommendations to administrators and/or chairs regarding academic probation status and students' appeals of disqualification;
- Participate in campus-wide initiatives that support student success, such as new student orientation, needs and events, commencement, acknowledgement of honors achievement, and retention projects or events;
- Attend Academic Policy & Curriculum Committee (APCC) meetings as requested by the CAO.

Minimum Qualifications:

- A Master's degree in Student Personnel, Higher Education, Advising, Counseling or a comparable field and one year of academic advisement experience including planning, developing, and administering enrichment programs, academic and personal development workshops. Requires knowledge and experience in evaluating problems, identifying solutions and implementing interventions; and demonstrable communication, interpersonal, organizational and time management skills.

Preferred additional experience:

- Two years or more years of academic advisement experience with experience working with international students and vulnerable populations (first-generation, college, international students, underprepared students, marginalized populations, students with disabilities)
- Experience in program coordination and development in a college/university environment
- Experience working with Campus Vue or student information system
- Proficiency in a second language
- Experience in assessment
- Knowledge of UWest's campus climate, structure and culture

Knowledge, Skills and Abilities Required:

Knowledge of:

- Higher education requirements, policies and procedures, including policies on handling student records and confidential documents
- Word processing, spreadsheets, databases, electronic mail, and calendaring; general office protocols and equipment

Ability to:

- Balance a high-touch and caring approach to advisement with academic standards
- Analyze a variety of advising-related reports, such as Student Academic Progress (SAP) reports, and academic probation reports to make recommendations
- Work in a dynamic team environment with a positive, professional attitude
- Speak in public and make presentations to groups of people