Academic Advising Center Position Notice
Academic Advisor


PAY: $44,000 (full-time) annual salary. Professional staff appointment with benefits.

POSITION SUMMARY: The Academic Advising Center (AAC) welcomes applications from individuals who genuinely like undergraduate students (especially first-year students) and want to play an important role in their college experience. AAC advisors work primarily in individual, in-person meetings that focus on the student’s development, academic success, and progress toward academic goals.

Under direction of the Center’s administrative team, AAC advisors advise and proactively reach out to a caseload of undergraduate students. A typical caseload includes Open majors (students who have not chosen a major) and students who are exploring a transition to a different major, as well as first-year students who have declared a major in the Liberal Arts and Sciences (e.g., Biology, English, Psychology), students who are pursuing admission to a selective undergraduate college or major within the University (e.g., Pre-Business, Nursing Interest), and students who are preparing to apply to a post-baccalaureate professional program (e.g., Pre-Medicine, Pre-Law). Though most work is done in individual meetings with students, AAC advisors also participate in recruitment and retention programming, programs, and initiatives. AAC advisors are active in their own professional development and contribute to the continuing development of the Advising Center through committee work and through work with academic departments and other campus offices. Because of their broad window on the undergraduate student experience at the University, AAC advisors also have the opportunity and responsibility to identify and report circumstances that may adversely impact students’ academic progress.

KEY AREAS OF RESPONSIBILITY:

- **Student Growth, Development, and Success:** Assist students in identifying their interests, abilities, and academic goals and in making decisions regarding their academic career. Introduce students to opportunities that will enrich their academic experience, facilitate their academic and personal development, and support their educational success. Teach students how to manage the college experience, navigate the University, make informed decisions, and assume responsibility for their academic success. Identify and assist struggling or at-risk students. Make appropriate referrals.

- **Academic Planning:** Acquire and develop the communication and interpersonal skills necessary for effective advising of students. Acquire and develop knowledge of relevant academic programs, policies, procedures, and resources. Advise students regarding departmental, collegiate, and University policies and procedures; programs of study; and the development of appropriate academic plans. Monitor student progress. Write letters of recommendation and letters of support for student appeals. Maintain records of student advising sessions.

- **Advocacy from the Advising Perspective:** Identify and report circumstances that may adversely impact students’ academic progress.

- **Student Recruitment and Retention:** Participate in recruitment and retention programming, programs, and initiatives.
• **Strategic Staffing and Professional Development**: Participate in and provide feedback on training and professional development activities. May participate in recruitment and hiring activities.

**REQUIRED QUALIFICATIONS:**

• A Master's degree or an equivalent combination of education and experience is required.
• Experience in college teaching or academic advising at the undergraduate level is required (typically a minimum of 1-3 years).
• A demonstrated working level of proficiency in the following competencies, as evidenced by excellent written responses to the application questions, is required.
  o **Facilitating Student Development, Success, and Outcomes**: Ability to work developmentally with students; ability to promote student learning, development, and success by applying varied advising approaches to diverse individual student situations.
  o **Communicating for Effective Relationships**: Knowledge and application of communication techniques (including listening skills) and relationship building skills to work with a variety of individuals and groups in a constructive and collaborative manner.
  o **Communicating Complex Concepts**: Knowledge and use of summarization and simplification techniques to explain complex concepts in simple, clear language appropriate to the audience.
  o **Resourcefulness and Judgment**: Ability to apply past experience and analysis of information to arrive at sound and timely conclusions.
  o **Planning and Organizing**: Ability to mobilize time and other resources to get things done.
  o **Collaboration and Embracing Diversity**: Ability to work with a variety of individuals in a constructive and civil manner while appreciating the unique contribution of individuals from varied cultures, race, creed, color, national origin, age, sex, disability, sexual orientation, and gender identity.

**DESIRED QUALIFICATIONS:**

• Experience working directly with undergraduate students in an academic setting.

**A COMPLETE APPLICATION CONSISTS OF:**

• **Online application, resume, and three professional references through** [http://jobs.uiowa.edu/](http://jobs.uiowa.edu/) (Requisition #19001312). *Please include each reference’s name, title, institutional affiliation, e-mail address, and telephone number.*

• **Written responses to application questions.** We are seeking concise yet well-developed and detailed answers to the following four questions. Highly considered responses will include interesting, well-composed, experience-based specific examples. The AAC leadership team will read your responses carefully as we evaluate your full application materials. **Include your name at the top of each page.**
  1. Why are you interested in working as an academic advisor? If your current position is not in academic advising, please include in your response your reasons for seeking a change to academic advising.
  2. Describe your approach to helping students make academic plans or resolve problems that affect their academic progress. Use examples from your teaching or advising to illustrate your approach.
  3. What are some of your strengths related to developing relationships with undergraduate students? Provide an example from your work that demonstrates one of these qualities. We
are especially interested in an example that is relevant to working individually with a student.

4. We are interested in your understanding of the perspective of a student whose background is not similar to your own. Put yourself in the shoes of a new first-year student who identifies as one of the following student populations. What are your thoughts during your first week on the University of Iowa campus?
   - A student who is part of an underrepresented minority group
   - A first-generation college student
   - An international student
   - A student who identifies as LGBTQ
   - A student from a rural community

Additional information about the position and the Academic Advising Center is available at [http://advisingcenter.uiowa.edu/employment-aac](http://advisingcenter.uiowa.edu/employment-aac). Please direct any questions to:

Brittany McMaster
brittany-mcmaster@uiowa.edu

**Application Deadline is February 14, 2019**

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran.