OTAC POSTING

Description - External
The Academic Advising Center (AAC) is committed to excellent academic advising in an environment that is welcoming, inclusive, and supportive. If you desire to work with undergraduate students (especially first-year students) and want to play an important role in their college experience, being an Academic Advisor may be your next career move!

As a full-time AAC advisor you work primarily in individual, in-person meetings that focus on the student's development, academic success, and progress toward academic goals. You advise a caseload of undergraduate students including:

- students who have not chosen a major (Open majors) and students who are exploring a transition to a different major,
- first-year students who have declared a major in the College of Liberal Arts and Sciences (e.g., Biology, English),
- students who are pursuing admission to a selective undergraduate college or major within the University,
- and students who are preparing to apply to a post-baccalaureate professional program (e.g., Pre-Medicine, Pre-Law).

In this role you help students create appropriate academic plans and engage in meaningful experiences, participate in recruitment and retention programming and initiatives, and are active in your own professional development. You also contribute to the continuing development of the Advising Center through committee work and work with academic departments and other campus offices.

*For a full job description, including all duties and competencies assigned, please e-mail the contact listed below or visit: Job Opportunities (Org 02 & 35). You may also view additional information about the position and department here.

About the Department: The Academic Advising Center mission is to teach students how to: explore possible majors, plan their academic programs of study, select courses each semester, make viable academic decisions, seek information on- and off-campus, and to solve academic problems. Our goal is to put each student in charge of their education by providing the tools and resources necessary to navigate the University and make informed decisions. We view advising as a partnership, and as such, there are expectations for both the advisors and students. Our advising expectations page outlines what students can expect from their advisors, as well as the expectations we have of our students. It also provides a glimpse of what an advising year looks like and some answers to frequently asked questions.

Qualifications - External
POSITION QUALIFICATIONS

- A Master's degree or an equivalent combination of education and experience.
- Experience in academic advising, college teaching or direct student contact at the undergraduate level.
- Experience fostering and promoting the values of diversity, equity, and inclusion.

Demonstrates a Working proficiency level in the following competencies, as evidenced by excellent written responses to the supplemental application question (see TO APPLY section below):

- Ability to work with a variety of individuals and groups in a constructive and respectful manner while appreciating the unique contribution of an inclusive workforce that brings together the talents of people across multiple identities.
- 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.
• Ability to work developmentally with students; ability to promote student learning, development, and success by applying varied advising approaches to diverse individual student situations.
• Knowledge of and the ability to provide new incoming students with a welcoming environment and to help familiarize them with university policies, services, and expectations for college success and retention.
• Ability to apply experience and analysis of information to arrive at sound and timely conclusions.

TO APPLY

To be eligible for consideration, applicants must upload both of the following and mark them each as a “Relevant File” to the job submission:

• a resume and a
• cover letter

*In addition, a written response to the following prompt is required to be considered for this position. Submit your response via this link to a Qualtrics form the same day as your application and no later than the last day of position advertising (Friday, 06/16/2023).

• Using experience-based examples, please describe your academic advising philosophy or approach.

Job openings are posted for a minimum of 14 calendar days and may be removed from posting and filled any time after the original posting period has ended. Successful candidates will be subject to a criminal background check. Please ensure your references on your application profile are accurate and up to date. This position will end advertising no sooner than June 16, 2023.

Work Modality: This position is primarily on-campus and may be eligible for some flexibility and remote work (i.e., over academic calendar break times and ad hoc) in alignment with dept policies and practices. All remote work must be performed at a location within the state of Iowa and comply with the remote work program and related policies.

Compensation: $44,000 starting annual salary.

Anticipated start date: July 31, 2023.

Reach out to Emily Kleinmeyer to learn more about benefits, compensation practices, and career development opportunities.

Click here to learn more about why you should join UI!