

Academic Advising Center Position Notice

Academic Advisor

POSITION: Academic Advisor in the Academic Advising Center. Requisition #25001615
Anticipated start date of May 12, 2025

PAY: \$48,500 (full-time) annual salary. Professional staff appointment with benefits.

POSITION SUMMARY: The [Academic Advising Center](#) (AAC) welcomes applications from individuals who desire to work with undergraduate students (especially first-year students) and want to play an important role in their college experience. We are committed to excellent academic advising in an environment that is welcoming and supportive. AAC advisors work primarily in individual, in-person meetings that focus on the student's development, academic success, and progress toward academic goals.

AAC advisors advise 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 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 (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). AAC advisors help students create appropriate academic plans and engage in meaningful experiences. AAC advisors also participate in recruitment and retention programming 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.

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 be engaged in their education and to help students learn to navigate a large university successfully.
- **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. 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.
- Experience (typically 1 year) in academic advising, college teaching or direct student contact at the undergraduate level.
- Experience fostering and promoting the values of a collaborative and welcoming workplace.
- A demonstrated [working](#) level of proficiency in the following competencies, as evidenced by excellent written responses to the supplemental application question, is required.
 - **Welcoming and Respectful Environment:** Ability to work with a variety of individuals and groups to foster a welcoming and respectful workplace environment while recognizing differences and appreciating the unique contribution of an inclusive workforce that brings together the talents of people across multiple identities.
 - **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.
 - **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.
 - **Facilitating Student Transitions:** 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.
 - **Resourcefulness and Judgment:** Ability to apply past experience and analysis of information to arrive at sound and timely conclusions.

A COMPLETE APPLICATION CONSISTS OF:

- **Online application, resume and cover letter** <http://jobs.uiowa.edu/> Requisition #25001615
 1. **In your cover letter please address this application question:** Using experience-based examples, please describe your academic advising philosophy or approach.

Additional information about the position and the Academic Advising Center is available at <http://advisingcenter.uiowa.edu/employment-aac>.

Please direct any questions to:

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