The University of Iowa  
Academic Advising Center (AAC)

Additional Information about AAC and the Position of Administrative Services Coordinator

1. **General Operations:** The Academic Advising Center is a large, busy office serving over 9,500 undergraduate students, most of them first-year students and sophomores. AAC advises Open Majors (students who have not declared a major); students seeking admission to a selective program (e.g., Pre-Business, Nursing Interest, Elementary Education Interest); pre-professional majors (e.g. pre-law, pre-medicine); students with declared majors in other Liberal Arts and Sciences departments; and students in academic crisis (changing goals, experiencing academic difficulties). AAC also administers a number of student success and retention programs.

   The AAC staff currently includes 38 advisors, 3 administrative support staff members, 9 work-study employees, and a 5-person administrative team. The Academic Advising Center is located in the Pomerantz Center, on the east side of campus.

2. **Philosophy and Goals:** The Center was established to provide students with advising support as they make the transition to the University, explore possible areas of interest and plan their programs of study. Advisors use a proactive philosophy, offering advice and guidance to all assigned students, but also reaching out to students who are experiencing academic difficulty or who have special needs.

   An important goal of the Center is to support students as they choose their majors and develop academic plans. Advisors teach students how to gather information, how to use that information to make well-informed decisions, and how to evaluate and re-evaluate those decisions. Our goals are to teach students to be in charge of their education and to help students learn to negotiate a large, complex university successfully.

3. **Peak periods of advising activity include Summer Orientation during the month of June and early July and during planning and registration periods from mid-August through late November, and again in mid-January through late April. The position requires the ability to work rapidly under pressure, the flexibility to adapt quickly to changing situations, and the wisdom to exercise consistent professional judgment.**

4. **We seek individuals who:**
   - are eager to be part of a fast-paced office,
   - are well organized and detail-oriented,
   - can move easily from one task to another and able to manage multiple moving parts,
   - are interested in supervising and mentoring undergraduate work-study students,
   - are friendly, welcoming, patient, diplomatic, and are able to communicate clearly, and
   - will enjoy problem solving and helping visitors to our office find the answers they need.