Academic Advising Center Position Notice
Associate Director


PAY: $62,827-65,000 full-time annual salary (professional staff appointment with benefits). Salary offered will be determined by the extent to which the successful candidate meets the desired qualifications, in addition to the required qualifications.

POSITION SUMMARY:

- **Leadership, Supervision, and Representing the Academic Advising Center (50%)**: As part of AAC’s administrative team, contribute to daily oversight of and support for AAC operations and contribute to strategic planning for the Center. Provide administrative and functional supervision of Academic Advisors; may supervise support staff. Represent AAC or the Assistant Provost on University committees and initiatives on an ad hoc basis.

- **Specific Areas of Responsibility (45%)**: Following are the initial position-specific responsibilities. These responsibilities will change over time, in response to changing needs within the AAC, new initiatives, and individual strengths and interests within AAC’s administrative team.
  - **Academically Struggling Students**: Coordinate all aspects of CSI:1500 College Success Seminar, a course for first-year students on academic probation or experiencing academic difficulty. Oversee the curriculum; train and provide ongoing support for instructors; implement eligibility and communication plans.
  - **International Students**: Provide leadership related to the advising and registration of entering international undergraduates.
    - Oversee the pre-registration process for AAC-advised entering international students: reserve space in appropriate courses; use data to make decisions regarding individual students; coordinate pre-registration by AAC advisors.
    - Serve as AAC’s liaison to International Student and Scholar Services: Coordinate AAC orientation advising of entering international students; serve on campus-wide committee on international undergraduate student success; keep AAC staff apprised of issues, trends, and initiatives.
    - Serve as AAC’s liaison to the English as a Second Language (ESL) Program: keep AAC advisors apprised of ESL availability and registration guidelines; coordinate initial advising of students transitioning from the Iowa Intensive English Program to degree-seeking status.
    - Chair AAC Committee on AAC-advised international students and their needs.
  - **Orientation Advising**: Coordinate the AAC advising of entering students participating in Orientation Services’ programs.
    - Collaborate with Orientation Services staff and the AAC Senior Associate Director who coordinates caseloads to develop the major-based plan by which over 4500 entering AAC advisees will be advised during orientation; monitor and revise this plan as needed during the orientation registration period; make decisions regarding logistical considerations and unique student circumstances.
    - Provide daily oversight of and support for AAC advising during orientation.
• Chair AAC Orientation Committee, which develops AAC orientation advising materials, plans AAC orientation preparation meetings, and develops training sessions for Orientation Hawkeye Guides (student peers).
• Collaborate with Orientation Services staff, AAC staff, and campus partners to edit orientation materials that are related to or reference academic advising.
• Collaborate with Orientation Services staff and campus partners to plan advising and registration for special student populations.
  o Courses in Common: Coordinate all aspects of Courses in Common, which provides the opportunity for over 1,000 entering first-year students to take several courses together as part of a group. Identify needs; develop course combinations; communicate with academic departments; promote and evaluate the program; and provide leadership and coordination for all One-Click Options.
  o Liaisonships: Serve as AAC’s liaison for Living-Learning Communities and for the Success at Iowa and Managing Your Money courses.
• Academic Advising (5%): This position will advise a small caseload of undergraduate students and will assist occasionally with ad hoc advising coverage.

REQUIRED QUALIFICATIONS:
• A Master’s degree or an equivalent combination of education and experience is required.
• Experience as an Academic Advisor in an undergraduate advising unit is required.
• Substantial liaison and/or coordination responsibilities within an academic advising unit are required (typically 5-7 years).
• Demonstrated prescribed proficiencies in the following competencies, as evidenced by resume and responses to application questions, is required.
  o Advising Knowledge: Demonstrates working proficiency in knowledge of the major responsibilities, accountabilities, and organization of academic advising units. Understands AAC’s vision, mission, goals, and student learning outcomes; demonstrates ability to use them as guiding principles in prioritization and decision making.
  o Facilitating Student Transitions, Development, Success, and Outcomes: Demonstrates working proficiency in providing new incoming students with a welcoming environment and helping to familiarize them with school facilities, policies, services, and expectations for college success and retention; works developmentally with students and promotes student learning, development, and success by applying varied advising approaches to diverse individual student situations.
  o Communicating for Effective Relationships: Demonstrates extensive proficiency in applying 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 Resourcefulness, Judgment, Decision Making, and Critical Thinking: Demonstrates working proficiency in applying past experience and analysis of information to the decision-making process to arrive at sound and timely conclusions; analyzes situations fully and accurately; reaches productive decisions.
  o Active Learning: Demonstrates working proficiency in knowledge of methods and ability to grasp new concepts, acquire new ways of seeing things, and revise ways of thinking and behaving, with the understanding that this is an ongoing necessity.
  o Collaboration and Embracing Diversity: Demonstrates extensive proficiency in working 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.

- **Leadership:** Demonstrates working proficiency in knowledge and use of strategies and skills to enlist others in setting, embracing and achieving objectives.
- **Planning:** Tactical, Strategic Planning: Tactical, Strategic: Demonstrates working proficiency in contributing to operational (short term), tactical (1-2 years), and strategic (3-5 years) planning and in mobilizing time and other resources to get things done in support of AAC’s overall plan.
- **Program Development and Administration:** Demonstrates working proficiency in developing, promoting, and implementing the specific goals and objectives of a program.

**DESIRABLE QUALIFICATIONS:**

- Experience providing functional (day-to-day) and administrative supervision of professional academic advisors is desirable.
- Experience teaching and/or coordinating a first-year experience or college success course is desirable.
- Experience facilitating the academic advising of international undergraduate students and contributing to campus-wide collaborations related to international undergraduate students is desirable.
- Experience coordinating the orientation advising of an undergraduate advising unit is desirable.

**A COMPLETE APPLICATION CONSISTS OF:**

- Online application, resume, and three professional references through [http://jobs.uiowa.edu/](http://jobs.uiowa.edu/) (Requisition #68867). Please include each reference’s name, title, institutional affiliation, e-mail address, and telephone number.
- Written responses to application questions. The application questions are available at [http://advisingcenter.uiowa.edu/employment-aac](http://advisingcenter.uiowa.edu/employment-aac); please send written responses and direct any questions to:

  Kari Yankey  
  Administrative Services Coordinator  
  Academic Advising Center  
  100 Pomerantz Center, Room C210  
  The University of Iowa  
  Iowa City, Iowa 52242-7700  
  Telephone: (319) 353-5707  
  E-mail: kari-yankey@uiowa.edu

**Application Deadline is May 17, 2016**

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.