Academic Advising Center Position Notice

Academic Advisor

POSITION: Academic Advisor in the Academic Advising Center. Specified term appointments, with number of positions and percentage of time depending on vacancies, funding, and needs of the Center. Anticipated start date May 4, 2015.

PAY: $35,000 (7/8-time) to $40,000 (full-time) annual salary. Professional staff appointment with benefits

POSITION SUMMARY: Under direction of the Center’s administrative team, advise and proactively maintain contact with a caseload of undergraduate students, including open majors (students who have not chosen a major), pre-business majors, pre-professional students (e.g., pre-medicine, pre-law), students seeking admission to selective programs (e.g. Journalism Interest, Nursing Interest) and first-year students with declared majors in Liberal Arts and Sciences (e.g., Biology, English, Psychology). Contribute to the continuing development of the Advising Center through committee work and work with academic departments and other campus offices. Identify and report circumstances that may adversely impact students’ academic progress. Participate in recruitment and retention programming, programs, and initiatives.

KEY AREAS OF RESPONSIBILITY:

- **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, and procedures. 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.

- **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.

- **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 working directly with undergraduate students in an academic setting is required (typically a minimum of 1-3 years).
REQUIRED QUALIFICATIONS (continued):

- A demonstrated working level of proficiency in the following competencies, as evidenced by excellent written responses to the application questions, is required.
  - **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.
  - **Communicating for Effective Relationships**: Knowledge of and ability to apply communication techniques (including listening skills) and relationship building skills to work with a variety of individuals and groups in a constructive and collaborative manner.
  - **Communicating Complex Concepts**: Ability to use summarization and simplification techniques to explain complex technical concepts in simple, clear language appropriate to the audience.
  - **Resourcefulness and Judgment**: Ability to apply past experience and analysis of information to the decision-making process to arrive at sound and timely conclusions.
  - **Planning and Organizing**: Ability to mobilize time and other resources to get things done.
  - **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.

DESIRABLE QUALIFICATIONS:

- Experience in undergraduate academic advising is desirable.
- Experience in college teaching at the undergraduate level is desirable.

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.