Position: Teacher Education Academic Advisor/Reporting Officer
Department: Educational leadership
Reports to Chair of Educational Leadership
100% -12 month position

Position Summary:
Advise students completing degrees through the Teacher Education program. Evaluate, and determine course equivalency for teacher education courses for all new TED applicants. Act as the initial advisor for prospective TED students and be resource for all TED advisors. Assist with selection of or design data collection systems. Provide data collection, organization and dissemination for the Educational Leadership Program.
Serve as liaison to other UW System data managers and UW System Administration. This position reports to the chair Educational Leadership Department and will assist the coordinator of the Teacher Education program in appropriate tasks assigned as necessary.

Duties and Responsibilities:
1. Provide academic advising for teacher education students.
2. Meet with potential TED students to answer questions regarding program and admission requirements.
3. Provide accurate detailed information regarding admission to the TED program and equivalency to potential TED students.
5. Assist with Soar and campus preview days.
6. Act as initial advisor on Teacher Education requirements and questions.
7. Assist students with degree completion (graduation) questions.
8. Train TED advisors.
9. Conduct Teacher Education advisement orientations.
10. Travel to collaborative sites to provide advising as needed.
11. Collect data from national and state testing programs on teacher education students.
12. Administer Educational Leadership follow up data system.
13. Assist with department recruitment and marketing.
14. Webmaster for department.
15. Work collaboratively with Education Program staff to utilize data for program improvement.

Knowledge and Skills Requirements:
1. Ability to work independently and as part of a team
2. Ability to maintain positive interpersonal relationships with faculty, students, staff and others.
3. Experience with online learning and teaching.
4. Demonstrated ability to advise a diverse student body.
5. Strong verbal and interpersonal skills
6. Problem-solving ability
7. Knowledge of computer skills including but not limited to Microsoft Word, Excel, Outlook, Publisher, Power Point

Minimum Qualifications:
1. Bachelor degree.
2. Ability to use database and other technology as a resource.
3. Must possess a valid driver’s license
Desirable Qualifications:
1. Masters degree
2. Previous student advising experience
3. Website experience
4. K-12 Teaching experience