UNIVERSITY OF WISCONSIN-SUPERIOR
POSITION DESCRIPTION

ACADEMIC ADVISOR

**Working Title:** Academic Advisor

**Hayes Hill Title:** Advisor, Associate

**Position reports to:** Director, Academic Advising & Career Services

**Appointment:** Academic Staff, 100% Annual

**Position Summary:** The Academic Advisor will provide academic advising to undergraduate students in one-on-one, online, and phone appointments, assist students with interpreting advising reports, understanding major and degree requirements, and post-graduation planning. The advisor will interpret and communicate information regarding the policies the university and academic departments. The advisor will assist students with problem solving and will monitor students’ academic progress and follow up with at-risk students, students on academic probation, and readmitted students to develop an academic improvement plans including appropriate referrals to campus and community resources. The advisor will work collaboratively with constituents on campus to facilitate services for students.

**Duties and Responsibilities:**
- Assist students with development and evaluation of individualized education plans
- Provide academic advising for undergraduate students including academic planning, course scheduling, facilitating access to services, and providing referrals as needed
- Work with academic departments and other student support units as appropriate
- Initiate, develop, and accurately maintain major and minor planning sheets
- Utilize technology to manage case load
- Support the administrative mission of the Academic Advising Center
- Collect and distribute data regarding student needs, preferences, and performance
- Maintain accurate student records in compliance with university policy
- Assist with orientation, Preview Days, other events, and projects as assigned
- Other duties as assigned by the Director of Academic Advising & Career Services

**Knowledge, Skills and Abilities:**
- Knowledge of student advising, student development theory, and/or career development theory
- Knowledge of current market and job trends relevant to preparing students for the world of work
- Knowledge of and ability to coordinate programs, develop event assessments and utilize technology
- Strong interpersonal communication and public speaking skills
- Ability to uphold the basic ethical principles and practices set forth by the National Academic Advising Association (NACADA)
- Ability to develop a sensitivity and awareness of the needs of special populations such as ethnic/racial minorities, people with disabilities, and non-traditional students
- Ability to engage and teach multiple audiences in multiple forms
- Ability to demonstrate good judgment and analysis in decision-making and problem-solving.
- Ability to exhibit creativity, self-direction, and the capacity for independent work, multi-tasking, and organizational skills
- Ability to develop and participate in professional training
- Ability to commit to the highest level of professionalism, ethical standards, confidentiality and sensitivity to information and records
- Ability to participate in evening, weekend and travel commitments as necessary
- Actively and accurately represent Academic Advising & Career Services at professional association meetings as requested

**Required qualifications:**
- Bachelor’s degree
- At least one year of academic advising experience in a college or university setting
- Experience working with and presenting to a diverse constituency

**Preferred qualifications:**
- Master’s degree
- College-level teaching experience
• Experience working with PeopleSoft
• Experience with web development, data collection and analysis, and/or social media marketing