UNIVERSITY OF WISCONSIN – SUPERIOR
POSITION DESCRIPTION
Advisor - Distance Learning Center

**Working Title:** Advisor

**Hayes Hill Title/Level:** Associate Advisor; 100%, 12 month appointment.

**Position Reports to:** Director of Distance Learning

**Position Summary:**
Advise students pursuing degrees, in one of six majors offered through the Distance Learning Center. Participate in student recruitment and marketing development. Perform other duties in the Distance Learning Center as assigned.

**Duties and Responsibilities:**
1. Advise students pursuing degrees through the Distance Learning Center.
   - Provide academic advising for students learning at a distance, including planning of student academic programs, course schedule planning, facilitating access to services, and facilitating other academic processes.
   - Work closely with academic departments and other student support units as appropriate in advising.
   - Work collaboratively with other Distance Learning Center advisors as well as other university advising and student services offices.

2. Participate in the Distance Learning Center’s student recruitment program.
   - Travel to student recruitment events and public information sessions as scheduled to recruit and advise prospective students.
   - Work within tribal communities to facilitate student access to Distance Learning programs.
   - Participate in planning the student recruitment program.

3. Participate in the Distance Learning Center’s marketing program.
   - Assist in planning and execution of marketing of Distance Learning majors and courses.
   - Utilize CRM (Hobson’s)

4. Other related duties as assigned
   - Contribute to strategic planning and assessment.

**Knowledge, Skills and Abilities:**
- Knowledge of distance education practices.
- Knowledge of adult learner concepts and practices.
- Skill in effective leadership and teamwork.
- Skill in operation of modern office machines, communication tools, equipment, computers and relevant software.
- Demonstrated ability to work and/or advising a variety of racial and ethnic groups and underrepresented populations.
- 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, multitasking and organizational skills.
- Ability to work in a fast-paced setting as part of a team.
- Ability to travel throughout Wisconsin and adjacent states.
- Ability to maintain positive interpersonal relationships with students, faculty, staff, and others.
- Ability to work with confidential and sensitive information and records.
- Ability to commit to the highest ethical standards.

**Minimum Qualifications:**
- Bachelor’s degree.
- One year part-time experience (minimum 50% appointment) providing academic advising for students at the postsecondary level.
- Must possess a valid driver’s license.