**UNIVERSITY OF WISCONSIN-SUPERIOR**  
**POSITION DESCRIPTION**  
Nontraditional Student Advisor & Specialist  
Veteran and Nontraditional Student Center

<table>
<thead>
<tr>
<th><strong>Working Title:</strong></th>
<th>Nontraditional Student Advisor &amp; Specialist</th>
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<tbody>
<tr>
<td><strong>Hayes Hill Title/Level:</strong></td>
<td>Associate Student Services Specialist (100%); 9-month Academic Year appointment</td>
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<td><strong>Department:</strong></td>
<td>Veteran and Nontraditional Student Center</td>
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<td><strong>Position Reports To:</strong></td>
<td>Associate Student Services Coordinator</td>
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</tbody>
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**Position Summary:**  
The Specialist/Advisor is responsible for advising undeclared and reinstated nontraditional students with special focus on general education requirements (non-traditional students include students receiving VA Educational benefits). This person also is responsible for marketing, social media and office administrative duties. Grant funded until June 30, 2014 with goals to sustain the program.

**Duties and Responsibilities:**
- Advise nontraditional students with their educational plans and career goals.
- Assist students in the selection of appropriate courses and other educational experiences.
- Refer students to institutional and community resources.
- Collect and distribute data regarding student needs, preferences, and performance for use in making institutional decisions and policies.
- Initiate, develop, and accurately maintain degree progress toward declared major/minor.
- Advise students with VA Educational Benefits to ensure academic progress requirements are met semesterly.
- Maintain master copy of the program requirements in VA Benefit Image Now files.
- Review of Military Transcripts in collaboration with Registrar and Credit for Prior Learning program.
- Communicate with students on Dean’s List and mid-term grade report.
- Collaborate with Certifying Official on timely reporting of the VA student academic progress.
- Attend state and national meetings related to position responsibilities.
- Collaborate with Academic Advising to provide training on current issues facing advisors working with nontraditional students (i.e. military service, single parent, first generation, etc.)
- Maintain accuracy of website resources and develop a social media presence via Facebook, Twitter, etc.
- Design, create and implement marketing materials in conjunction with University Relations.
- Develop and implement tutorials for students using Gold Mail software.
- Implement programs that complement the Center’s mission.
- Coordinate work-study schedules covering front desk during Center hours.
- Order supplies and process purchase orders.
- Serve on various University-wide committees as assigned.
- Meet regularly with supervisor on position related activities.
- Other duties as assigned by supervisor.

**Knowledge and Skills Requirements:**
1. Knowledge of developmental phases and needs of undergraduate students.
2. Demonstrated ability to work with and/or advising a variety of racial and ethnic groups and underrepresented populations.
3. Effective oral and written communication skills including group facilitation and group presentation.
4. Skill in operation of MS Office, PeopleSoft, Hobson, databases, imaging and the ability to create queries.
5. Ability to work independently and as part of a team.
6. Ability to create collaborative relationships with faculty, students, staff and others.
7. Ability to work with confidential and sensitive information and records.
8. Ability to demonstrate good judgment and analysis in decision-making and problem-solving.
9. Ability to exhibit creativity, self-direction and the capacity for independent work, multi-tasking and organizational skills.
10. Demonstrated ability to work with and/or advising a variety of racial and ethnic groups and underrepresented populations.
11. Demonstrated commitment to working with people of diverse backgrounds, including an understanding and respect for cultural, ethnic, gender-related and individual differences.
12. Ability to commit to the highest level of professionalism, ethical standards, confidentiality and sensitivity to information and records.
13. Ability to work nights and week-ends as necessary and actively represent the Department at professional association meetings as requested.

**Minimum Qualifications:**
1. Bachelor’s degree from an accredited institution.

**Desirable Qualifications:**
1. Masters degree in education, counseling, or related subject area.
2. Web development experience
3. Military service or Adult Learning experience