UNIVERSITY OF WISCONSIN-SUPERIOR
DIRECTOR OF ACADEMIC ADVISING
POSITION DESCRIPTION

Working Title: Director of Academic Advising

Hayes Hill Title/Level: Director of Academic Advising, 12-month limited appointment
Position Reports to: Assistant Vice Chancellor for Enrollment Management

Position Summary:
The Director will be responsible for closely collaborating with faculty academic advisors and professional advising staff to provide vision and leadership to the university advising community, which includes all aspects of student-centered undergraduate advising from first-time enrollment to degree attainment. The Director of Academic Advising reports to the Assistant Vice Chancellor for Enrollment Management and is responsible for the integration, facilitation, coordination, synthesizing, enabling, and fostering of outcomes driven efforts in academic advising that support student success (e.g., retention, persistence and graduation). These objectives are achieved through development of a seamless recruitment, admission, advisement and registration process.

Duties and Responsibilities:

This position fulfills duties and functions in: Oversight of an Academic Advising Center, Coordination of an advising model implemented by faculty, and participation as a key member of Enrollment Services

Academic Advising Center

- Conducts all operational aspects of the Academic Advising Center, including supervision of professional advisors, support staff and budget in accordance with the Council for the Advancement of Standards (CAS) in higher education
- Academic Advising Center functions:
  - Assigns undeclared students to faculty and professional advisors per model guidelines and in consultation with Department Chairs
  - Develop and implement strategic enrollment outreach campaigns to ensure that the University of Wisconsin-Superior meets or exceeds student retention goals, while analyzing and utilizing data to strategically plan for desired outcomes
  - Advise students who are referred with academic probation and suspension concerns and reviews degree plan progress
  - Assesses students requests for drops and withdrawals and conducts exit interviews for university withdrawals
  - Assists newly admitted transfer students in transitioning into the University including basic transfer and articulation information
  - Ensures students are provided consistent, accurate and prompt advising services, coordinating with academic departments

Faculty Academic Advising Implementation

- Provides vision to university advising community through a faculty led and faculty governed advising model (as well as collaborating with other student support units in working towards the common goal of student success, retention, and timely progress to degree)
- Serves as a resource for faculty regarding issues of academic assistance
- Serves as primary liaison between the Undergraduate Academic Advising Committee and the academic advising faculty
- Develops and implements training for professional and faculty advisors in conjunction with the Center for Excellence in Teaching and Learning
- Interprets and applies academic and campus policy, as well as best practices in providing information and analysis for the university advising community
- Develops and promotes advising practice guided by learning outcomes approved by faculty governance
Enrollment Services

- Serves as a key member of the enrollment management team and provides a strong influential presence within the Division of Enrollment Services and their involvement and influence in campus wide student success and retention initiatives
- Within the context of student success, this position is responsible for setting strategic goals, making decisions, recommendations, success based on extensive research and the input obtained from the appropriate constituencies within the University (Academic Affairs, Admissions, Student Support Services, Registrar, Career Services, First Year Experience)
- Coordinates assessment and conducts research related to advising and student success
- Has the authority to act independently with broad policy and organizational guidelines in order to achieve outcomes that support the best interest of the institution, and its students and staff

Required Knowledge/Skills and Abilities

- Knowledge of and ability to apply current best practices in student development theory when developing/modifying policies and practices.
- Skill in exceptional organizational and time management with demonstrated ability to plan, coordinate, prioritize, and effectively execute multiple initiatives, programs, and events, and meet established deadlines.
- Skill in strong interpersonal communication; demonstrated ability to establish and develop productive and collegial relationships, collaboration, and communication with on campus constituencies (e.g., staff, faculty, students, managers, etc.) and building effective teams as needed.
- Skill and technical proficiency in electronic document management systems, student information systems, i.e. PeopleSoft and MS Office Suite.
- Skill in leadership qualities including motivation, supervision, delegation, planning and assessment; ability to train, mentor and effectively communicate with staff, faculty and students at all levels.
- Ability to communicate clearly and effectively both in writing and verbally; demonstrated effective public speaking skills
- Ability to develop and implement a comprehensive assessment plan for University Advising to include analysis and interpretation of student retention and graduation data, in cooperation with the Undergraduate Advising Committee.
- Ability to collect, compile, analyze and evaluate information and make verbal or written presentations based on this information
- Ability to apply student development and enrollment management theories, and current technological tools to contemporary advising practices.
- Demonstrated ability to work in consultation with technical (IT) staff regarding implementation of electronic data and communication systems
- Demonstrated ability to set and implement policy; to review and act upon the most difficult individual and organizational problems and to administer programs.
- Demonstrated ability to develop and/or adopt and implement professional development on the role of faculty academic advising.
- Ability to analyze problem situations, identify feasible solutions, and present recommendations in a concise, logical and systematic manner-anticipating issues and the consequences of the decisions and actions
- Ability to work with confidential and sensitive information and records
- Ability to commit to the highest ethical standards
- Ability to participate in evening and weekend commitments as necessary

Required Qualifications

- Masters level degree required from an accredited institution in student personnel administration, higher education administration, counseling, career development or related field; doctoral degree preferred
- Minimum of 3 years of progressively responsible experience, demonstrating advising and higher education management experience
- Supervisory experience
- Experience in budget oversight

Desired Qualifications

- Doctoral degree preferred
- Affiliation with the National Academic Advising Association (NACADA)