Working Title: Advisor
Hayes Hill Title/Level: Advisor/100% 12 month appointment
Position Reports to: Director of Academic Advising

Position Summary:
Advise admitted undeclared, change-of-major, and reinstated students with special focus on general education requirements. Perform other duties in the Center for Academic Advising and Division of Enrollment Management as assigned.

Duties and Responsibilities:
1. Assist students with their development and evaluation of suitable educational plans
   • Provide academic advising for incoming undergraduate students, including planning of student academic programs, course schedule planning, facilitating access to services, and facilitating other academic processes such as prior learning assessment
   • Work with academic departments and other student support units as appropriate in advising
   • Initiate, develop, and accurately maintain major and minor planning sheets
2. Support the administrative mission of the Center for Academic Advising
   • Collect and distribute data regarding student needs, preferences, and performance for use in making institutional decisions and policies
   • Assist with CAA office functions and projects
   • Provide daily CAA advisor on-call coverage during times when not in scheduled meetings
   • Maintain regular office hours
3. Other related duties as assigned.

Knowledge, Skills and Requirements:
1. Skill in effective leadership and teamwork
2. Skill in operation of computers and relevant software
3. Demonstrated ability to work and/or advising a variety of racial and ethnic groups and underrepresented populations
4. Ability to demonstrate good judgment and analysis in decision-making and problem-solving.
5. Ability to exhibit creativity, self-direction and the capacity for independent work, multi-tasking and organizational skills
6. Ability to work in a fast-paced setting as part of a team
7. Ability to maintain positive interpersonal relationships with students, faculty, staff, and others
8. Ability to work with confidential and sensitive information and records
9. Ability to commit to the highest ethical standards

Minimum Qualifications:
• Bachelor’s degree
• Minimum 3 years advising experience in higher education

Preferred Qualifications:
• Masters degree in education, counseling, or related field