University of Wisconsin – Superior  
Director of Academic Advising and Career Services  
Position Description

Working Title:  Director of Academic Advising and Career Services  
Hayes Hill Title/Level:  Director, Unspecified (6); Limited Appointment  
Position Reports to:  Assistant Vice Chancellor of Enrollment Management

Position Summary:
The Director of Academic and Career Advising is responsible for the directing, coordinating, planning, implementation, and assessment of campus-wide student support, academic advising, and career advising services to students and constituents at the University of Wisconsin – Superior. The academic advising functions include coordinating faculty and advisor support for student advising needs, supporting retention functions and initiatives including academic advising, advisor training and student academic support services—including remedial services support. The role of career advising supervisor involves the delivery of comprehensive programing to provide high-quality career services to students, alumni and off-campus constituents. The Director of Academic and Career Advising will collaborate with other departments to coordinate and evaluate programs, support services, and activities that underpin student success, developing strategies and programs to meet students’ needs. Reporting to the Director of Academic and Career Advising includes the Center for Academic Advising, Student Support Services and Career Services.

Duties and Responsibilities:
1. Collaborates and works closely with multiple departments/offices throughout campus, including but not limited to Academic Affairs, Admissions, Athletics, Financial Aid, Registrar, Residence Life, and Campus Life to maximize student retention and completion rates.
2. Works with Institutional Research and the Dean of Faculty to conduct systematic research and assessment of retention efforts throughout campus and produce appropriate reports of such efforts.
3. Articulate the mission of this department to include outreach efforts in building partnerships with external constituencies to create internships, placements and graduate school opportunities.
4. Develop and administer high-quality services which include career counseling and exploration, professional skills development, job search strategies, résumé preparation, workshops, representations, job/internship fairs and other related services in support of advising and career services.
5. Be responsible for conducting job placement functions and employer interaction with our students. Provide the conduit between the academic programs at UW-Superior and the workforce community. Work with the faculty in support of the employer-employee outreach efforts.
6. Studies, researches, and implements best practices regarding academic and career advising, including intake advising.
7. Develops and implements training for professional and faculty advisors in conjunction with the Center for Excellence in Teaching and Learning.
8. Works closely with faculty and staff in the development of early intervention programs to help students start their educational experiences with positive learning experiences and early successes. Serve as the resource person for collaborating surveys and other resources in support of early identification of early intervention efforts.
9. Evaluates unit operations and provides guidance to staff toward effective documentation of utilization of integrated advising services.
10. Responsible for overall managerial responsibilities for the units including supervision of staff, policy development and budget oversight.
11. Performs other duties as assigned.

Knowledge, Skills and Abilities:
- Knowledge of an integrated appreciative advising approach to academic and career advising and the use of intake and/or dual advising focused advising organization structures to deliver advising services.
- Knowledge of current trends in student retention and student development theory and the ability to implement such skills/goals throughout the university.
- Knowledge of advising, careers, assessment, information regarding support services, pre-enrollment programs, on-going learning assistance, and technology support.
- Knowledge and possession of high professional standards and a personal code of ethics characterized by honesty, integrity, openness, and fairness.
- Skill in developing approaches where student and the institution respond well to each other and the student is strongly engaged in his/her learning program and university life.
- Strong leadership and administrative skills including planning, budgeting, resource management, presenting, supervision.
- Strong analytical and critical thinking, project management, problem recognition and resolution skills, including the ability to organize departmental data for effective planning.
- Skill in the use of computerized systems and programs
- Ability to collaborate, build relationships and work with diverse groups.
- Ability to work evenings and weekends as required.

Required Qualifications:
- Master’s degree required from an accredited institution preferably in student personnel administration, student development theory, higher education administration, counseling, career development or related field.
- Minimum of three (3) years of progressively responsible experience, demonstrating advising, counseling, career development and/or related experience and higher education management experience.
- Supervisory experience.

Preferred Qualifications:
- Doctorate degree from an accredited institution preferably in student personnel administration, student development theory, higher education administration, counseling, career development or related field.