Position: Teacher Education Academic Advisor/Reporting Officer
Department: Educational leadership
Reports to Chair of Educational Leadership
100% - 12 month position

Position Summary:
Advise students completing degrees through the Teacher Education program. Assist with selection of or design data collection systems. Provide data collection, organization and dissemination for the Educational Leadership Program. Serve as liaison to other UW System data managers and UW System Administration. This position reports to the department chair.

Duties and Responsibilities:
1. Provide academic advising for teacher education students
2. Provide accurate detailed information regarding admission to the TED program and equivalency to potential TED students
4. Assist with Soar and campus preview days.
5. Assist students with degree completion (graduation) questions.
6. Assist in training TED advisors.
7. Assist with conducting Teacher Education advisement orientations.
8. Collect data from national and state testing programs on teacher education students.
9. Administer Educational Leadership follow up data system
10. Provide support to Certification Officer for DPI licensing
11. Title II reporting
12. Praxis score reporting/retrieval
13. Reading Test score reporting/retrieval
14. TRRI Data Collection
15. Assist with department recruitment and marketing.
16. Webmaster for department
17. Represent department a Peoplesoft User Group.
18. Work collaboratively with Education Program staff to utilize data for program improvement

Knowledge, Skills and Abilities:
1. Knowledge of computer skills including but not limited to Microsoft Word, Excel, Outlook, Publisher, Power Point
2. Strong verbal and interpersonal skills
3. Ability to work independently and as part of a team
4. Ability to maintain positive interpersonal relationships with faculty, students, staff and others.
5. Ability to use database and other technology as a resource  
6. Experience with online learning and teaching.  
7. Demonstrated ability to advise a diverse student body.  
8. Problem-solving ability

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

**Desirable Qualifications:**  
1. Master’s degree  
2. Previous student advising experience  
3. Website experience  
4. K-12 Teaching experience