Academic and Career Advisor
Position Description:
Academic and Career Advisors work as professional advisors for the Academic and Career Advising Center (ACAC) in University College. Each of these advisors works as a member of the campus-wide collaborative team to design and implement quality advising, assess the campus-wide advising program, and recommend best practices in both academic and career advising for all University students, including students on the branch campuses and online students. The advisors provide advising for students who have declared a major, students in transition between majors, undeclared students, and associate degree seekers.

Professional advisors will provide academic and career advising for the following populations:

1. New first-year students for at least three semesters, including orientation
2. New transfer students for at least one semester, including orientation
3. Students in transition between majors and those academically at risk
4. Undeclared students
5. Associate degree seekers

Additionally, all professional advisors will:

1. Provide career services such as assistance with job searches, networking opportunities, and preparation of resumes, vita, cover letters, etc.
2. Participate in professional development for faculty and peer advisors to support academic and career advising.
3. Participate in professional development among professional advisors to assure quality advising for students.
4. Participate in a campus-wide assessment of advising practices and outcomes.

A. General Responsibilities

1. Academic/Career Advising - 70%
   a. Help advisees define and develop realistic academic and career goals
   b. Help advisees plan educational programs consistent with their abilities and interests
   c. Help advisees select outside-the-classroom experiences to support their academic and career goals
   d. Monitor progress toward educational/career goals and develop intervention strategies to assist students in their academic development
   e. Recognize advisees’ needs and make appropriate referrals
   f. Provide timely and accurate information and help interpret academic requirements as well as university policies and procedures
   g. Advise first-year and transfer students at orientation and develop orientation programming for students and families
   h. Meet with students on probation or returning from suspension individually to identify obstacles and plan for success
   i. When appropriate, review and make decisions on credit overload requests;
j. Address linkage between academic preparation and world of work
k. Provide information and appropriate referrals to assist students in learning about jobs, internships, and volunteer opportunities
l. Supervise and train peer advisors, where appropriate
m. Assist students with resumes, cover letters, professional correspondence, and job search preparation
n. Establish informational interview contacts and professional networking opportunities for students
o. Promote the use of Handshake to students for securing internships, summer jobs, and permanent employment
p. Maintain accurate records (e.g., planning sheets, meeting notes, emails) and utilize electronic tools as appropriate
q. Introduce and interpret basic career-level assessments (i.e., CareerLocker); refer students for advanced assessments as necessary.

2. Outreach - 15%
   a. Collaborate with all professional advisors and program specialists to enhance and develop excellence in academic and career advising practices to meet the changing needs of students, faculty, staff, employers, and alumni
   b. Develop strong, collaborative working relationships with assigned Academic Departments
   c. Deliver workshops and presentations on academic advising and career topics for student organizations, residential living, individual courses, and community organizations
   d. Provide academic and career advising training for faculty, staff, and peer advisors
   e. Represent Advising Services at Viewpoint days and other campus outreach events
   f. Collaborate with Enrollment Management on orientation and registration planning
   g. Serve as a representative of academic and career advising within the university and larger community.

3. Professional Development/University Service - 15%
   a. Participate in and coordinate training activities, including representing and providing important updates from assigned Academic Departments to all Advising staff;
   b. Participate in weekly staff meetings and Advising Team retreats
   c. Participate in professional organizations related to academic and career advising
   d. Remain current on issues in the field of academic advising and career counseling
   e. Participate in university professional development activities
   f. Serve on university/UW System committees or as a student organization advisor, as appropriate
   f. Serve on a community board or committee, as appropriate

Qualifications:
Required:

☐ Master’s degree or bachelor’s degree with three years of higher education experience
☐ Demonstrated effective written and verbal communication skills
☐ Experience working with diverse populations, including nontraditional students
☐ Experience with student information systems, course management systems, and social networking systems.
Preferred:
- Professional experience in advising, career services, admissions, and/or student services in a college or university setting
- Experience advising undergraduate students using academic advising and career counseling theory
- Demonstrated presentation and public speaking abilities
- Experience with retention programming
- Experience working with data collection, analysis, and reporting