

Undergraduate Advising Resource Center
University of Wisconsin Oshkosh
Position Description: Academic Advisor

The professional academic advisor is responsible for providing expert academic advising to undergraduate students. The person is expected to assume an active, positive, creative and collaborative role in providing advising as part of the Undergraduate Advising Resource Center (UARC) professional advising staff.

Required: Bachelor's degree. Advising or counseling experience. Demonstrated exceptional interpersonal, written and oral communication skills. Presentation skills. Competency in Windows-based computer environment. Commitment to delivery of high quality academic advising to a diverse college population. Ability to work in fast-paced environment; learn and communicate continually changing and detailed information.

Preferred: Master's degree in counseling, higher education, or related field. Experience working with a diverse population of college students in a student-centered environment. Experience working in higher education. Teaching or training experience. Knowledge of student development theory. Experience advising students in online programs.

Responsibilities:

Provide expert, credible and sensitive academic advising to all undergraduate students. Advise students regarding selecting a major and courses, career objectives, academic success strategies and personal goals. Interpret probation and suspension policy and implement intrusive advising plan with all at-risk students. Communicate and interpret University policies including; general education requirements, major and minor requirements and graduation requirements, curriculum modifications, course waivers and substitutions, late course adds/drops/withdrawals, credit overloads.

Manage an advising load of 300-500 students. Diverse student load includes declared, exploratory, online, traditional, non-traditional, at-risk, probationary, honors, multicultural, international.

Conduct orientation sessions, group advising and meetings for new, continuing, re-entry and transfer students.

Collaborate with the advising staff in developing, implementing and improving administrative processes necessary for successful developmental, intrusive and exploratory advising initiatives.

Assume an active, positive role within the UARC to develop and implement cooperative and collaborative team approaches to workload issues as part of a curriculum-based team and as part of internal workgroups.

Organize and maintain documents (e.g., forms, handbook, planning sheets) used by advisors in the course of performing their professional advising responsibilities.

Represent the UARC at various University events and meetings.

Serve as a UARC resource person and liaison with faculty advisors. Role involves development of faculty advisor resources, training and professional development (e.g. faculty advising handbook, advisor development sessions).

Communicate and share information to keep advising colleagues informed.

Maintain current knowledge of campus resources in order to refer students appropriately.

Work with the Registrar's Office regarding curriculum demands, basic data reporting, registration procedures, feedback about STAR, SIS and TitanWeb.

Actively participate in advisor training and professional development.

Other duties as assigned by the Director of Academic Advising.