



Academic Advisor Job Posting

JOB SUMMARY:

The Academic Advising Office is seeking an academic advisor to provide individualized academic advising to traditional and adult undergraduate students at Spalding University. Our low student to advisor ratios foster the development of a strong working relationship between students and their advisors. Regular communication and outreach between students and advisors is integral to the work of advisors in fostering student success. The academic advisor will assist advisees with course selection and planning, educate students on university policies and procedures, discuss career opportunities and preparation in intended major, evaluate student progress, monitor academic status, and assist in University-wide retention efforts.

Academic advisors often serve as the first point of contact for students with questions, and the person filling this position will be expected to assist students in understanding University policies and procedures, and refer students to appropriate supports within the University when the need arises. Advisor will manage records and record advising interactions, and assist in the collection and interpretation of data. The Advisor will assist in orientations for different student populations: traditional, transfer, and adult learners.

Master's preferred, Bachelor's Degree required.

The ideal candidate will hold a Master's Degree in Higher Education Administration, College Student Personnel, Counseling, or a related field. In addition, candidate should:

- have an understanding of the function of academic advising,
- knowledge of best practices,
- a desire to learn,
- a working comfort with the use of technology,
- experience working with diverse populations,
- strong interpersonal skills,
- an enthusiasm to contribute to University-wide retention efforts.

In addition to advising students in course selection, specific tasks may include:

- Work on retention and assessment initiatives within the Academic Advising Office and in the Academic Support unit.
 - Educate advisees on support services on campus
 - Work with students on academic probation, or who are struggling academically
 - Coordinate with faculty and staff members to reach out to and support students
 - Contact inactive students for retention and re-activation purposes
 - Prepare written reports as needed or requested
 - Proctor ETS-PP sessions periodically throughout the year
 - Participate Student Orientations for adult and transfer students throughout the year
 - Assist with First-Year Experience initiatives, including, but not limited to: Registration days and Orientation



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- Serve on University Committees as assigned.
- Communicate with other advisors as well as other departments and personnel on campus to promote student success and advising processes.
 - Coordinate with faculty in each school about academic requirements, internships, practica, clinicals, etc.
 - Review advising procedures periodically in order to make recommendations for changes to enhance student service.

How to Apply:

Please submit electronically your **resume and cover letter** to:

Yolanda Peterson

Human Resources Coordinator

ypeterson@spalding.edu

ABOUT SPALDING UNIVERSITY:

Nestled in the midst of Kentucky's largest city, historic Spalding University combines a rich history and a commitment to community service as we attract students who desire a high quality education in a very personalized setting. An engaged faculty serves nearly 2500 students at the bachelors', masters and doctoral levels, providing quality, real-world learning in liberal and professional studies.

Faculty, staff and students are united by the institutional mission:

Spalding University is a diverse community of learners dedicated to meeting the needs of the times in the tradition of the Sisters of Charity of Nazareth through quality undergraduate and graduate liberal and professional studies, grounded in spiritual values, with emphasis on service and the promotion of peace and justice.

With a focus on community service and leadership, Spalding offers all students a mission-driven connection to community and comprehensive learning resources while striking a distinctive balance serving the educational needs of both the traditional student and the working adult. In addition, our unique 6-week session delivery format affords students needed scheduling flexibility amidst other life responsibilities.

Spalding University is an Equal Employment Opportunity/Affirmative Action employer. The University complies with all federal, state and local equal employment opportunity laws. It is the University's policy not to discriminate against any individual or group of individuals and to provide equal employment opportunity to all qualified persons regardless of race, color, national origin, age, disability, religion, sex, pregnancy, sexual orientation, gender identity, marital status, military status, veteran status or other protected status. All job offers are contingent upon successful completion of a pre-employment drug screening as well as a criminal background check.