

**Position:** Academic Advisor I in the University of Delaware's College of Agriculture & Natural Resources (CANR), Office of Undergraduate Student Services, Newark, DE. This is a part-time, non-benefitted position for 20 to 29.5 hours/week. Position available based on current ongoing office needs.

**Pay Range:** \$25 per hour

**Hours:** Work hours will be scheduled within the department's normal operating hours of 8:00am to 4:30pm Monday through Friday. The office is currently working in a hybrid (virtual & in-person) work environment.

UD's College of Agriculture & Natural Resources is looking for an experienced academic advisor to join our dynamic team in the Office of Undergraduate Student Services. Under the general direction of the Academic Advisor II (with input from the Acting Senior Assistant Dean of Undergraduate Student Services), the Academic Advisor I will provide holistic advisement services to undergraduate students in the College of Agriculture & Natural Resources.

**MAJOR RESPONSIBILITIES:**

- Provide advisement services to an assigned undergraduate caseload beginning at New Student Orientation and continuing throughout their academic career. Advisement services include guiding students to formulate educational goals and to make appropriate educational decisions to reach their goals. Provide course recommendations to students using departmental four-year plans, the undergraduate catalog, and other academic-related resources as a guide, facilitating timely degree completion, student success, and UD's "Finish in Four" initiative.
- Monitor the progress of assigned student populations and conduct outreach about advisement, especially to those in special academic circumstances, to improve graduation and retention rates.
- Provide change of major guidance for students interested in changing into a CANR major.
- Assess transfer credits for admitted and deposited transfer students, aiding in their comprehension of transferred credits and their impact on their degree progression.
- Interpret policy, explain GPA and academic standing, review transfer credits, and provide guidance on majors, minors, and other related academic matters.
- Audit degree program requirements for individual students and create graduation timelines based on major, desired minor, and career goals.
- Leverage University systems such as UDSIS and Blue Hen Success / Stellic to support academic advising efforts.
- Disseminate accurate and up-to-date academic information and policies to students, faculty, and others.
- Provide support and referral services to students, working with offices such as the Office of Academic Enrichment, the Office of the Dean of Students, the Office of Student Conduct,

the Center for Counseling and Student Development, Career Services, Admissions, and Residence Life & Housing.

- Attend and assist with undergraduate student events as needed.
- Perform other advisement-related job duties as assigned.

**QUALIFICATIONS:**

- Bachelor's degree with three years of related experience or equivalent combination of education and/or experience. Degree in student personnel, college counseling or a related field preferred.
- Ability to grasp, retain and disseminate an extensive, varied, and dynamic body of information.
- Ability to exercise sound judgment and employ decision-making skills.
- Ability to evaluate student transcripts and/or records.
- Strong analytical and critical thinking skills.
- Ability to analyze, summarize and effectively present data.
- Effective leadership, organizational, interpersonal, oral, and written communication skills.
- Ability to present information effectively to groups and to work productively with a wide range of constituencies in a diverse community.
- Proficiency with Microsoft Office Word, Excel, PowerPoint, and Google Drive. Experience with PeopleSoft (and/or UD's system, UDSIS) and retention or student success software, such as EAB Navigate (and/or UD's system, Blue Hen Success / Stellic) preferred.
- Demonstrates an understanding and consideration of the differing needs and concerns of individuals with varying identities, cultures, and backgrounds.
- Committed to fostering a workplace culture of belonging, where diversity is celebrated, and equity is a core value.

**Application Process:** Please submit a cover letter and resume with contact information for two professional references to the CANR Office of Undergraduate Students Services at [anr-academics@udel.edu](mailto:anr-academics@udel.edu). Applications will be reviewed as they are received.

Employment offers will be conditioned upon successful clearance of a criminal background check. A conviction will not necessarily exclude you from employment. The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University's Notice of Non-Discrimination can be found at <https://www.udel.edu/home/legal-notices/>