Academic Advisor/UDREAM Coach

Position Description
The Lerner College of Business and Economics’ Undergraduate Advising and Academic Support Services seeks a part-time Academic Advisor/UDREAM Coach. The position is a part-time, non-benefitted miscellaneous wage position. Under general supervision of the UDREAM Program Coordinator, the Academic Advisor will join the Lerner Advising team to provide academic advising to Lerner students and work with the UDREAM Program Coordinator to provide individual monitoring, additional programming, and follow-up for first and second year students to promote student academic success. Lerner College supports the academic advising of over 3400 undergraduate students and also works with Admissions to recruit and retain students in Lerner. Advisors work closely with faculty and administrators in the college, with Lerner Career Services, and with University of Delaware’s Office of Admissions, Registrar, Dean of Students, Disabilities Support Services, Academic Enrichment Services and other auxiliary offices on campus that support student success.
This position would work 28 hours a week, over 4-5 days a week during normal office hours. The Undergraduate Advising Office is open Monday – Friday from 8 a.m. – 5 p.m. Some flexibility to arrange schedule between normal operating hours.

Major Responsibilities:

• Provide general academic advisement for B&E freshmen and sophomore students through scheduled appointments, walk-in appointments, phone conversations and e-mail correspondence.
• Assist students in the interpretation of university policies and procedures, course selection, add/drop, major choice, and refer students to other academic and personal support services as appropriate.
• Serve as an academic coach for students participating in the UDREAM program. Arrange for individual tutoring through the Office of Academic Enrichment, refer students to DSS, Math tutoring, etc., and other resources as necessary. Monitor academic progress of these students, develop organization and time management strategies and set goals.
• Assist UDREAM coordinator in advising students in the Delaware in DC program. Involves a day trip to D.C. in the fall for their advisement, and working with this population of students as they transition to main campus in the spring semester.
• Assist in conducting sophomore audits and complete check-sheets for newly admitted students, while contacting students with problems.
• Participate in Lerner sponsored events for undergraduate students including Major Mania, Decision Days, Blue and Golden Days, Convocation, Spring Awards Recognition Ceremony and Academic Orientation.
• Participate in New Student Orientations (NSO) in summer and winter – advising all new students, and participating in group sessions.
• Assist with Recruiting of students by meeting with prospective students, and inter-college transferring students to help them learn about the programs in the college and prepare for internal transfer or admission into B&E programs.
• Perform other duties as assigned.
**QUALIFICATIONS**

- Bachelor’s degree with two years’ related experience in higher education and academic advising. Master’s degree preferred. Degree in student personnel, college counseling or other related field preferred.
- Effective presentation and group facilitation skills. Ability to present effectively to small and large groups and to work productively with a wide range of constituencies in a diverse community.
- Ability to grasp, retain, and disseminate an extensive and varied body of information.
- Ability to exercise sound judgment and employ decision making skills under the guidance of the supervisor.
- Ability to evaluate student transcripts and/or records.
- Ability to communicate to students course prerequisites, certification, and/or curriculum/graduation requirements.
- Strong analytical and critical thinking skills.
- Ability to analyze, summarize, and effectively present data.
- Proficient computer skills including use of presentation software, Excel, Access, and experience with UDSIS.

To apply: send cover letter and resume with 2 or 3 reference contacts to Vicki Shivery at vshivery@udel.edu

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. The University of Delaware is an equal opportunity/affirmative action employer and Title IX institution. For the University’s complete non-discrimination statement, please visit http://www.udel.edu/home/legal-notices/.