Position: Academic Advisor - Kinesiology & Applied Physiology (Part-Time)

Location: Fred Rust Ice Arena and STAR Campus

Pay: $21.00 per hour

Context of the Job:
Position is for a part-time Academic Advisor to support the needs of the growing programs within the Department of Kinesiology and Applied Physiology. Interviews and advises students regarding information, procedures and academic requirements of a specific program or major. Assists students in evaluating academic abilities, setting goals and considering career path. Assists with administrative processes such as course registration, Senior Checkout, creation of program information/materials, etc.

Major Responsibilities:
• Provide support to ensure student progress toward degree completion and graduation.
• Manage and update student files and records.
• Provide support with course scheduling and registration.
• Prepare administrative forms that may contain confidential information.
• Respond to inquiries, investigate and resolve problems related to undergraduate transactions handled by the department.
• Interpret and explain college and university policies and procedures.
• In conjunction with the College and departmental faculty and staff, participate in new student orientation and other events.
• Assist in preparation of recruiting and program information.
• Identify current and potential needs or problem areas (e.g. study skills, tutoring) and refer students to appropriate campus resources for assistance.
• Perform other job-related duties as assigned.

Qualifications:
• Bachelor’s degree preferred, or equivalent combination of education and experience.
• Ability to grasp, retain and disseminate an extensive, varied and dynamic body of information; the ability to exercise sound judgment and employ decision making skills.
• Ability to evaluate student transcripts and/or records.
• Ability to communicate to students curricular and graduation requirements.
• Strong analytical and critical thinking skills and the ability to analyze, summarize and effectively present data.
• Effective leadership, organizational, interpersonal and communication skills, strong writing skills, and the ability to present effectively to groups and to work productively with a wide range of constituencies in a diverse community.
• Proficiency with PowerPoint, Excel, and Word preferred.
Special Requirements:
Opportunity to work a flexible work schedule. May occasionally be required to work nights and weekends.

To apply: please send resume, cover letter, and two references to: Stephanie Holmes, Business Administrator, Department of Kinesiology, srholmes@udel.edu