Position: Academic Advisor – Human Development & Family Sciences  
(Temporary, Part-Time)  
Location: 111 Alison Hall West  
Pay: $21.00 per hour  

Context of the Job:  
Position is for a temporary, part-time Academic Advisor to support the needs of the programs within the Department of Human Development & Family Sciences. 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 Senior Checkout.

Major Responsibilities:  
• Provide support to ensure student progress toward degree completion and graduation.  
• Manage and update student files and records.  
• 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.  
• 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.

To apply: please send resume, cover letter, and two references to: Sarah Yarrusso, Business Administrator, HDFS Department, syarr@udel.edu

Special Requirements:
Opportunity to work a flexible, possibly hybrid remote work schedule.