UDREAM Academic Coach/Advisor, Lerner Undergraduate Advising Office
Lerner College of Business and Economics
This is a part-time position (25-30 hours/week), typically between 8a-5p, Monday-Friday. This is a non-benefitted position.

CONTEXT OF THE JOB:

Lerner College supports the academic advising of over 3400 undergraduate students and works with Admissions to recruit and retain students in Lerner. Reporting to the UDREAM Program Coordinator, the Academic Coach/Advisor will join the Lerner Undergraduate Advising team to provide academic coaching/advising/Programming to Lerner students via the UDREAM program. Coach/Advisors work closely with faculty and administrators in the college, with Lerner Career Services, and Dean of Students, Disabilities Support Services, Academic Enrichment Services, and other auxiliary offices on campus that support student success. UDREAM academic Coach/Advisors are knowledgeable in degree requirements, academic policies, and support resources on campus to assist students. They will also help students reflect and act on a range of goals, interests, and passions. In addition, they can provide academic support with developing organizational strategies, Time Management skills and monitor academic progress in individual classes.

Job Description

- Assist with the development of workshops and engagement opportunities for identified UDREAM/URM students.
- Assist with identifying and managing UDREAM Peer Mentors
- Provides individual and group academic coaching for students and documents coaching /Peer Mentoring activities
- Provide general academic advisement for underrepresented Lerner 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.
- Determines and interprets student services needs on an individual basis, and initiates referrals to appropriate student and/or academic services; advises students on policy issues, acts as student advocate, and resolves problems as necessary.
- Assist in conducting sophomore audits and complete check-sheets for newly admitted students, while contacting students with problems.
- Participate in New Student Orientations (NSO) in summer and winter – advising all new students.
- Perform other duties as assigned.
QUALIFICATIONS:

- Bachelor’s degree in education, educational administration, counseling, career counseling, student development, social work or other related field and three years of related experience, or an equivalent combination of education and experience.
- Excellent interpersonal, communication, and analytical skills with a strong customer service orientation.
- Ability to handle highly sensitive activities with confidentiality, work independently and/or as a team member; handle multiple assignments; adapt to change.
- Experience working with individuals with disabilities, and first-generation and low-income students.
- Knowledge of academic, economic, social, and cultural needs of at-risk students and of programmatic methods effective in overcoming those needs.
- Proficient computer skills including presentation software, Excel, and experience with UDSIS and BHSC preferred.

To apply: send cover letter and resume with 2 or 3 reference contacts to Stephen Roberts (scr@udel.edu). In your submission, include any scheduling considerations that affect your daily, monthly and seasonal availability to work.

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