Advisor, Hospitality Business Management  
Lerner College of Business and Economics  
This is a part-time position (20 hours/week), typically between 8a-5p, Monday-Friday. This is a non-benefitted position.

CONTEXT OF THE JOB:

The Academic Advisor supports students in the Hospitality Business Management and Hospitality Industry Management during their junior and senior years. The advisor works closely with faculty and administrators in the department, and with the Lerner College, Registrar, Dean of Students, Disabilities Support Services, Academic Enrichment Services and other auxiliary offices on campus that support student success. The advisor is knowledgeable in degree requirements, academic policies and support resources on campus to assist students.

Job Description

- Provide general academic advisement for Hospitality Business Management and Hospitality Industry Management junior and senior 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.
- Assist in conducting senior checkouts, while contacting students with problems.
- Participate in UD sponsored events for undergraduate students including Major Mania, Decision Days, Blue and Golden Days, Convocation and Academic Orientation.
- Participate in New Student Orientations (NSO) in summer and winter – advising students, and participating in group sessions.
- Assist with recruiting of students by meeting with prospective students and their families.
- Perform other duties as assigned.

QUALIFICATIONS:

- Bachelor’s degree in business, education, counseling or a related field.
- 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.
- 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 Donna Laws – dlaws@udel.edu. In your submission, include any scheduling considerations that affect your daily, monthly and seasonal availability to work.
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