

JOB TITLE: Academic Advisor in College of Education and Human Development, Dean's Office.

ESTIMATED PAY: \$25.00 per hour

ANTICIPATED START: Review of applications will begin on February 16 and will be reviewed on a rolling basis with a potential start of March 2026.

LOCATION: Alison Hall West, Advisement Suite, Room 117

COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT

The College of Education and Human Development (CEHD) at the University of Delaware offers programs that integrate classwork with extensive field experience to prepare our students to address the most pressing social and educational issues of our time.

HOURS:

- Work hours will be scheduled within the university's normal operating hours of 8:00am to 5:00pm, Monday through Friday.
- Part Time Advisor position is approximately 15-20 hours per week
 - This is primarily an in person position; some hybrid may be available
 - Registration periods and other peak times may require more hours
 - Some evening and weekend work is required

CONTEXT OF THE JOB

Under the general direction of Senior Assistant Dean, the Academic Advisor works in a centralized team-focused advising model providing academic advisement services to students in the College of Education and Human Development. In addition, they work closely with academic departments, the SOE senior administrative academic advisor and the HDFS Program manager to provide academic advisement for students in the College of Education and Human Development.

PRIMARY RESPONSIBILITIES

- Provide academic advisement to CEHD undergraduate students through scheduled appointments, walk-in appointments, phone conversations and e-mail correspondence.
- Regularly monitor the progress of assigned student caseload addressing any issues with progress toward degree completion/graduation requirements in a timely manner.
- Maintains communication and regular contact with SOE Senior Administrative Academic Advisor and HDFS Academic Program Manager and for the purpose of sharing updated academic information and coordinating academic advisement efforts.
- Assist students in the interpretation of university policies and procedures, course selection, registration, add/drop, academic standing/warning, and other academic matters.
- Utilize the STELLIC platform to note advisement interactions, schedule advisement appointments, conduct targeted advising campaigns, and conduct proactive, targeted outreach to specific student populations.
- Provide support and referral services to students, working with offices such as the Office of Student Advocacy and Support, the Center for Counseling and Student Development, Career Services, and Residence Life & Housing.

- Serve as the CEHD representative for the World Scholars Program, and serve as advisor to World Scholars CEHD students
- Support 4+1 advisement for connected Master's Programs
- Assist with admissions and recruitment activities
- Oversee student recruitment team
- Support and participate in New Student Orientation activities during summer and winter sessions, advising new students and participating in college wide sessions and events
- Attend and assist with CEHD sponsored events for undergraduate students including New Student Orientation, Blue and Golden Days, Decision Days, and Convocation.

QUALIFICATIONS:

- Bachelor's degree in education, counseling, or a related field.
- Some experience in academic advisement, school counseling, or a related field is preferred.
- Strong interpersonal and communication skills.
- Proficiency with Microsoft Office Word, Excel, PowerPoint, Outlook and Google Drive. Experience with PeopleSoft (and/or UD's system, UDSIS, Stellar) preferred.
- Ability to exercise sound judgment and work collaboratively.
- Share accurate and up-to-date academic information and policies to students, faculty, and others.

Please send a cover letter, resume, and the names and contact information of two references to cehd-advise@udel.edu with the subject line "CEHD Academic Advisor Position".