

POSITION: Academic Advisor in Undergraduate Student Services, College of Health Sciences

LOCATION: 100 Discovery Blvd, Newark, DE 19713

PAY: \$26 per hour

HOURS: This is a part-time, non-benefitted, 25 hours per week. Work hours will be scheduled within the department's normal operating hours of 8:00 to 5:00 PM Monday through Friday. The College of Health Sciences Undergraduate Student Services Office is currently working in a hybrid (virtual & in-person) work environment.

Under the general direction of the Assistant Dean, the Academic Advisor works in a team-focused advising model within Undergraduate Student Services (USS) and provides advisement services to freshmen and sophomore undergraduate students in College of Health Sciences (CHS). In addition, they work closely with Academic Advisors in the CHS departments, who provide advisement services to the junior and senior undergraduate students with the majors of their department.

MAJOR RESPONSIBILITIES:

- Provide advisement services to assigned CHS undergraduate caseload beginning at NSO and continuing until the transition to a department advisor at the completion of approximately 60 credits. Advisement services include guiding students to formulate educational goals and to make appropriate educational decisions to reach their goals. Provide course recommendations to students using departmental four-year plans, the undergraduate catalog, and other academic-related resources as a guide, facilitating timely degree completion, student success, and UD's "Finish in Four" initiative.
- Monitor the progress of assigned student populations and conduct outreach about advisement, especially to those in special academic circumstances, to improve graduation and retention rates.
- Utilize the Stellic platform to note advisement interactions, schedule advisement appointments and conduct proactive, targeted outreach to specific student populations.
- Provide change of major guidance for students interested in changing into a Health Sciences major.
- Maintain regular contact with academic departments for the purpose of sharing updated academic information and coordinate academic advisement efforts with departments to ensure students have a smooth advisement transition in junior year.
- Interpret policy, explain GPA and academic standing, review transfer credits, and provide guidance on majors, minors, and other related academic matters.
- Audit degree program requirements for individual students and create graduation timelines based on major, desired minor, and career goals.
- Disseminate accurate and up-to-date academic information and policies to students, faculty, and others.

- Provide information and referrals to the Academic Coaching & Tutoring (ACT) for students seeking assistance due to academic concerns. Ensure ACT is aware of the tutoring needs of CHS.
- Provide support and referral services to students, working with offices such as the Student Advocacy & Support, the Community Standards & Conflict Resolution, the Center for Counseling and Student Development, Career Services, Admissions, and Residence Life & Housing.
- Attend and assist with the Convocations, Honors Days, Top Student Luncheon, and other undergraduate events as needed.
- Perform other advisement-related job duties as assigned.

QUALIFICATIONS:

- Bachelor's degree with three years of related experience or equivalent combination of education and/or experience. Degree in student personnel, college counseling or a related field preferred.
- Ability to grasp, retain and disseminate an extensive, varied, and dynamic body of information.
- Ability to exercise sound judgment and employ decision-making skills.
- Ability to evaluate student transcripts and/or records.
- Strong analytical and critical thinking skills.
- Ability to analyze, summarize and effectively present data.
- Effective leadership, organizational, interpersonal, oral, and written communication skills.
- Ability to present information effectively to groups and to work productively with a wide range of constituencies in a diverse community.
- Proficiency with Microsoft Office Word, Excel, and PowerPoint. Experience with PeopleSoft (and/or UD's system, UDSIS) and retention or student success software, such as EAB Navigate (and/or UD's system, Stellic preferred).
- Demonstrates an understanding and consideration of the differing needs and concerns of individuals with varying identities, cultures, and backgrounds.
- Committed to fostering a workplace culture of belonging, where diversity is celebrated, and equity is a core value.

APPLICATION PROCESS: Please submit a cover letter and resume with contact information for two professional references to the Health Sciences Undergraduate Student Services Office at chs-advise@udel.edu. Applications will be reviewed as they are received.