



UNIVERSITY OF DELAWARE  
**AGRICULTURE &  
NATURAL RESOURCES**

## **Academic Advisor I - Part-Time**

**Position:** Academic Advisor I in the University of Delaware's College of Agriculture & Natural Resources (CANR), Office of Undergraduate Student Services, Newark, DE. This is a part-time, non-benefitted position for 20 to 29.5 hours/week. Availability of hours depends on office needs.

**Pay Range:** \$20-25 per hour

**Hours:** Work hours will be scheduled within the department's normal operating hours of 8:00am to 4:30pm Monday through Friday. The office is currently working in a hybrid (virtual & in-person) work environment with one day per week remote.

### **Context of Job:**

UD's College of Agriculture & Natural Resources is looking for a part-time Academic Advisor I to support undergraduate student success through proactive, holistic academic advising. Working collaboratively with the CANR Undergraduate Student Services team, this advisor will support incoming and current students, guiding them through major selection, course planning, policy interpretation, and degree completion. The position is well-suited for professionals passionate about student development, academic advising, and higher education retention strategies.

This position reports to the Senior Academic Advisor with additional guidance from the Senior Assistant Dean.

### **Major Responsibilities:**

- Provide academic advisement services to an assigned caseload of undergraduate students beginning at orientation and continuing through graduation.
- During orientation, assist admitted and deposited transfer students with interpreting transfer credits and helping them understand the applicability of credits to degree requirements.
- Guide students in developing academic plans aligned with their educational and career goals, using tools such as departmental four-year plans, the undergraduate catalog, and other academic resources to support timely degree completion and UD's "Finish in Four" initiative.
- Monitor academic progress of assigned students and conduct outreach, especially to those in special academic circumstances, to promote retention and graduation.
- Advise internal transfer students interested in changing to a CANR major, providing guidance on program options and course planning.
- Explain University and college policies, academic standing, GPA calculations, graduation requirements, and opportunities for minors or double majors.
- Audit degree progress and assist students with creating personalized graduation timelines based on major, minor(s), and post-graduation goals.

- Utilize University systems such as UDSIS and Stellic to support advising, track progress, and document student interactions.
- Communicate accurate and current academic policies and resources to students, faculty, and staff.
- Refer students to appropriate campus resources including Academic Enrichment, Dean of Students, Counseling Services, Career Services, and others as needed.
- Support and attend student events as needed, including orientation, major fairs, and CANR student programs.
- Perform other advisement-related duties as assigned.

**Special Requirements:**

- May require occasional evening and weekend hours.

**Qualifications:**

- Bachelor's degree and three years of experience in academic advising, student support, or a related field; equivalent combinations of education and experience will be considered.
- Strong interpersonal and communication skills, with the ability to explain complex information clearly and compassionately.
- Ability to work effectively with diverse populations and across a wide range of student needs.
- Demonstrated organizational skills, sound judgment, and independent decision-making abilities.
- Proficiency with Microsoft Office, Google Drive, and advising/student systems (e.g., PeopleSoft/UDSIS, Stellic) preferred.
- Demonstrated commitment to fostering an inclusive and equitable environment for all students.

**Application Instructions:**

To apply, please submit a cover letter, resume, and contact information for two professional references to the CANR Office of Undergraduate Student Services at [anr-academics@udel.edu](mailto:anr-academics@udel.edu). Applications will be reviewed on a rolling basis.

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