

Advisor I, Lerner Undergraduate Advising Office

Lerner College of Business and Economics

This is a part-time position (30 hour/week), typically between 8-5p, Monday-Friday. The position will be reviewed for renewal in May 2026. This is a non-benefitted position.

CONTEXT OF THE JOB:

Lerner College supports the academic advising of over 3700 undergraduate students and works with Admissions to recruit and retain students in Lerner. The Academic Advisor will join the Lerner Undergraduate Advising team to provide academic advising to Lerner students during their first and second years. Advisors work closely with faculty and administrators in the college, with Lerner Career Services, and with University of Delaware's Office of Admissions, Registrar, Dean of Students, Disability Support Services, Academic Enrichment Services, and other auxiliary offices on campus that support student success. Advisors are knowledgeable in degree requirements, academic policies, and support resources on campus to assist students.

Job Description

- Provide general academic advisement for Lerner freshmen and sophomore students through in-person and virtual scheduled appointments, drop-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 audits and maintain four-year plans for students, while contacting students with problems.
- Participate in New Student Orientations (NSO) in summer and winter – advising all new students and participating in group sessions.
- Perform other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in business, education, counseling or a related field.
- Excellent interpersonal, communication, and analytical skills with 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, Zoom, and experience with UDSIS.

To apply: send cover letter and resume with 2 or 3 reference contacts to Kim Wilson at wkim@udel.edu. In your submission, include any scheduling considerations that affect your daily, monthly, and seasonal availability to work.

The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University's Notice of Non-Discrimination can be found at <http://www.udel.edu/aboutus/legalnotices.html>