### Academic Advising Center Position Notice

### Academic Advisor

**POSITION: Academic Advisor in the Academic Advising Center.** Requisition # 22001272. Number of positions and percentage of time will depend on vacancies, funding, and needs of the Center. Anticipated start date May 2, 2022. **Application deadline: February 11, 2022.**

PAY: $44,000 (full-time) annual salary. Professional staff appointment with benefits.

POSITION SUMMARY: The [Academic Advising Center](http://advisingcenter.uiowa.edu/) (AAC) welcomes applications from individuals who desire to work with undergraduate students (especially first-year students) and want to play an important role in their college experience. We are committed to excellent academic advising in an environment that is welcoming, inclusive, and supportive. AAC advisors work primarily in individual, in-person meetings that focus on the student’s development, academic success, and progress toward academic goals.

AAC advisors advise a caseload of undergraduate students. A typical caseload includes Open majors (students who have not chosen a major) and students who are exploring a transition to a different major, as well as first-year students who have declared a major in the College of Liberal Arts and Sciences (e.g., Biology, English), students who are pursuing admission to a selective undergraduate college or major within the University (e.g., Pre-Business, Nursing Interest), and students who are preparing to apply to a post-baccalaureate professional program (e.g., Pre-Medicine, Pre-Law). AAC advisors help students create appropriate academic plans and engage in meaningful experiences. AAC advisors also participate in recruitment and retention programming and initiatives. AAC advisors are active in their own professional development and contribute to the continuing development of the Advising Center through committee work and through work with academic departments and other campus offices.

#### KEY AREAS OF RESPONSIBILITY:

* **Student Growth, Development, and Success**: Assist students in identifying their interests, abilities, and academic goals and in making decisions regarding their academic career. Introduce students to opportunities that will enrich their academic experience, facilitate their academic and personal development, and support their educational success. Teach students how to be engaged in their education and to help students learn to navigate a large university successfully.
* **Academic Planning**: Acquire and develop the communication and interpersonal skills necessary for effective advising of students. Acquire and develop knowledge of relevant academic programs, policies, procedures, and resources. Advise students regarding departmental, collegiate, and University policies and procedures; programs of study; and the development of appropriate academic plans. Monitor student progress. Write letters of recommendation. Maintain records of student advising sessions.
* **Advocacy from the Advising Perspective:** Identify and report circumstances that may adversely impact students’ academic progress.
* **Student Recruitment and Retention:** Participate in recruitment and retention programming, programs, and initiatives.
* **Strategic Staffing and Professional Development:** Participate in and provide feedback on training and professional development activities. May participate in recruitment and hiring activities.

REQUIRED QUALIFICATIONS:

* A Master's degree or an equivalent combination of education and experience.
* Experience in academic advising, college teaching or direct student contactat the undergraduate level.
* Experience fostering and promoting the values of diversity, equity, and inclusion.
* A demonstrated [working](https://hr.uiowa.edu/careers/competencies/proficiency-levels) level of proficiency in the following competencies, as evidenced by excellent written responses to the supplemental application questions, is required.
	+ **Diversity, Equity and Inclusion**: Ability to work with a variety of individuals and groups in a constructive and respectful manner while appreciating the unique contribution of an inclusive workforce that brings together the talents of people across multiple identities, including: race, creed, color, religion, national origin, age, sex, pregnancy, disability, veteran or military status, gender identity, or associated preferences.
	+ **Communicating for Effective Relationships**: Knowledge and application of communication techniques (including listening skills) and relationship building skills to work with a variety of individuals and groups in a constructive and collaborative manner.
	+ **Facilitating Student Development, Success, and Outcomes**: Ability to work developmentally with students; ability to promote student learning, development, and success by applying varied advising approaches to diverse individual student situations.
	+ **Facilitating Student Transitions**: Knowledge of and the ability to provide new incoming students with a welcoming environment and to help familiarize them with university policies, services, and expectations for college success and retention.
	+ **Resourcefulness and Judgment**: Ability to apply past experience and analysis of information to arrive at sound and timely conclusions.

A COMPLETE APPLICATION CONSISTS OF:

* **Online application, resume**, and at least three professional references through <http://jobs.uiowa.edu/> (Requisition #21001272). *References will be required at a later step in the process but please be prepared to include at least three professional references.*
* **Written responses to application questions**. We are seeking concise yet well-developed answers to the following four questions. Highly considered responses will include well-composed, experience-based specific examples. The AAC leadership team will read your responses carefully as we evaluate your full application materials**. Submit your responses via** [**this link**](https://forms.office.com/r/9VGGMVbtmy)**.**
	1. Why are you interested in working as an academic advisor? If your current position is not in academic advising, please include in your response your reasons for seeking a change to academic advising.
	2. Using examples from your work with undergraduate students, reflect on your approach to helping students make academic plans and/or goals to resolve problems that affect their academic progress. What have you learned about working with students as a result of this experience?
	3. How would you develop relationships with new first-year and transfer students? What might be some of the challenges you may expect to face?
	4. What have you done recently to further your understanding of the experiences of people whose identities are different from your own? What impact does this understanding have on your work?

Additional information about the position and the Academic Advising Center is available at <http://advisingcenter.uiowa.edu/employment-aac>. **Please direct any questions to:**

Emily Kleinmeyer

 emily-kleinmeyer@uiowa.edu

### Application Deadline is February 11, 2022

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran.