



## **Title:** Part-Time Academic Advisor, College of Technology

**Requisition ID:** 10850

**Location:**

Hammond, IN, US

**Date:** Jul 22, 2020

**Job Summary**

The role of the Academic Advisor in the College of Technology includes, but is not limited to, working with students to develop academic and career goals, monitoring academic progress, maintaining student records, processing graduation audits, acting as a liaison between the student and university services and faculty; and explaining university processes to all students. This role also monitors enrollment and retention data, and includes outreach to unregistered and at-risk students. The candidate must be comfortable using electronic databases and degree auditing programs. Utilizing this software, advisors will assist with registration and provide course suggestions to continuing and new students. The advisor will work with students to create a four-year graduation plan, and will have significant involvement in registration, course offerings, and degree completion. This position will include reviewing transfer credit of both prospective and incoming students and helping to make admission decisions for select programs. The advisor must be versed in university policies and processes, providing appropriate advice for a diverse student population. Working with department chairs, associate dean, and dean, the advisor represents the college on a variety of university and industry committees, New Student Orientation as well as campus outreach activities and off-campus recruitment events. This position will include supervision and implementation of a peer-mentoring program.

***This position is part time and will work approximately 20 hours/week. Benefits do apply.***

**Core Competencies**

Ability to learn, understand, and relay the full range of student services available; including enrollment services, academic policies and procedures of Purdue University Northwest. Ability to initiate and maintain retention-related outreach projects, multi-task, prioritize, and meet deadlines. Ability to work in a fast paced environment and possess excellent organizational and time management skills. Knowledge of student databases such as Banner, information systems and communication technologies highly desired. Strong interpersonal and human relations skills essential, as well as excellent verbal and written communication. Ability to maintain confidentiality is essential. Ability to interpret and communicate university policies and procedures and associated federal and state regulations. Ability to adapt well to changes and willingness to learn new



things. Ability to initiate and maintain professional relationships with diverse groups and demonstrate sensitivity to the needs of a diverse student population. Ability to professionally represent Purdue University Northwest. Ability to work evening and weekend hours, as assigned.

**Education**

Master's degree required. Master's degree in higher education, student affairs, or related field (e.g., social work, counseling, education). Degree/experience in one of the College of Technology areas preferred.

**Experience**

Three years of professional work experience required. Advising experience is preferred. Professional work experience in higher education is also preferred.

**FLSA Status**

Exempt