

Academic Advisor Success Epicenter

Position #23-047

Pay Grade

- 04, starting at \$29,500. WVU Parkersburg takes experience and related education into consideration when determining salary
- Exempt, Full Time Regular, Benefits Eligible

Benefits

- Retirement plan with 6% mandatory every pay (biweekly) that is matched 100%
- Free \$10,000 life insurance policy
- Your choice of 7 different Health Insurance plans
- Dental, Vision, Hearing, Term Disability, Long & Short-Term Disability, Legal Insurance, Flexible Spending Accounts, Healthcare FSA, and Dependent Care FSA
- Annual and Sick leave
- Minimum 12 paid holidays per year
- WVU Parkersburg tuition waiver for an employee, employees' spouse or dependent of a full-time benefits eligible employee who is 24 years of age or younger

To Apply

- Submit an Employment Application packet available at www.wvup.edu/jobs
- WVUP is an Equal Opportunity/Affirmative Action institution

Function/Summary

The Academic Advisor provides academic advising, retention, and career service referrals to students, and provides assistance and referrals to other college support and resource services

Minimum Qualifications

Education:

- Bachelor's degree in communications, education, or related fields with combination of education
- Master's degree (preferred)

Experience:

- 2 years of Higher Education experience
- Experience mentoring college students (preferred)

Licensure:

- Academic Advising certifications (preferred)

Knowledge, Skills & Abilities

- Knowledge and familiarity with higher education software
- Excellent verbal, written, and interpersonal communication skills
- Ability to maintain a welcoming environment and possess good customer service skills.
- Demonstrated multi-tasking ability
- Speed and accuracy in all duties and responsibilities
- Highly autonomous
- Listening and helping skills

- Ability to work with others

Duties/Responsibilities

Frequency:	Duties:
80%	<p>Student Advising</p> <ul style="list-style-type: none"> • Delivers comprehensive advisement support to new, transfer, returning, and continuing students to create academic pathways to success. • Develops student educational plans in conjunction with advisees that assists students in attaining a degree in the shortest amount of time with the least loss of academic credits. • Clarifies program requirements, policies, and procedures of the institution. • Provides guidance about career goals and the specific steps necessary to acquire the academic and/or professional credentials to meet those goals. Refers to Career Services as necessary. • Identifies and implements strategies to assist students in overcoming barriers to success and encourages student retention and degree completion • Monitors student success using data and enter appropriate data for analysis • Reaches out to students that need support through intrusive (proactive) advising • Assists advisees to obtain appropriate institutional resources to ensure successful momentum toward goals. Serves as advocate as necessary. • Serves as Liaison between the Professional Advising Center (PAC) and specific academic divisions. Ensure continuous dialogue between the PAC and divisions regarding changing academic requirements, prerequisites, graduation, and other requirements. • Serves as liaison and communication channel between advisees and the departments of the institution. • Assists advisees with processing education documentation. • Works with the early alert system to monitor and interact with at-risk students in danger of non-successful completion of courses or programs. Notifies students in writing of issues such as D/F grades, probation, suspension, etc. • Maintains up-to-date advising records.
15%	<p>Related Duties</p> <ul style="list-style-type: none"> • Serves on institutional committees and task forces as directed or required. • Develops and deliver programs, activities, or services to assist students in successful completion of their programs, study habits, or career explorations. • Assists in the delivery of orientation or other programs for new, transfer, and returning students. • Processes, troubleshoots, coordinates, and maintains the admissions communications process including follow-up and documentation • Works with a diverse population of people including but not limited to, students, staff, and faculty. • Engages in professional development relevant to position, with emphasis on student success.
5%	<p>General</p> <ul style="list-style-type: none"> • Other duties as assigned.

Posted

05/11/2023 with an application deadline of 06/02/2023