Posting Title: Academic Advisor 2, UCP 6

The University of Connecticut School of Nursing Admissions and Enrollment Services Office is seeking applicants for an Academic Advisor 2 to work under the direction of the Associate Dean of Student Affairs and Pedagogy. The chosen candidate will meet regularly with students in the pre-licensure and graduate programs of the School of Nursing to advise and counsel them regarding appropriate educational goals.

DUTIES AND RESPONSIBILITIES

1. Advises and counsels students in planning their Nursing program as it relates to their educational plan.
2. Counsels students in specific curriculum decisions, including the appropriate choice of courses, scheduling of courses, selection or change of major or minor, waiver of requirements/deadlines and related matters.
3. Reviews student transcripts and assists in making decisions regarding transfer of major, requests for excess credit, double major or dual degrees. May assist with admissions questions.
4. Interprets academic regulations and serves as a resource for students, faculty, parents and others having questions about programs, academic policies, scholarship/award opportunities and other pertinent information; makes referrals as appropriate.
5. Monitors student progress and works closely with faculty, staff, and other University offices, such as the Honors advisor, to identify and resolve problems.
6. Reviews and makes recommendations regarding warning, exclusion, suspension or dismissal; provides additional counseling to warned students, those with academic difficulties and students contemplating withdrawal.
7. Works closely with other University offices to promote consistency and uniformity of judgments regarding such matters as enforcement of academic requirements, academic probation and dismissal, transfer in or out of program and other similar issues.
8. Advises special student populations and work closely with other offices to foster academic success and retention.
9. Compiles statistical reports and maintains appropriate files and records. Writes and/or edits informational and publicity materials.
10. Works closely with faculty as well as Admissions and Enrollment Services staff.

MINIMUM QUALIFICATIONS

1. Master’s degree in counseling, education or related field
2. 3 – 5 years’ experience in counseling and advising students.
3. Excellent communication, interpersonal and counseling skills
4. Knowledge of academic programs in area to be served
5. Ability to trouble shoot problems that interfere with the student’s academic progress and work effectively to resolve them.
6. Knowledge of undergraduate and graduate student populations

PREFERRED QUALIFICATIONS

1. 6+ years’ experience in academic advising field
2. Experience working in an institution of higher education
3. Working knowledge of Microsoft Excel, Access, and Outlook, PeopleSoft, and File Locker and other database programs preferred
4. Knowledge of standard State and University policies and procedures

**APPOINTMENT TERMS**

This position is a full-time, 12 month, permanent position. Salary is commensurate with experience and includes full benefits.

**TO APPLY**

Interested applicants should apply online through UConn Jobs at www.jobs.uconn.edu. Staff positions (Search 2019087). Please include a cover letter, resume, and the names and contact information for three professional references. Screening will begin immediately. Include the search number in all correspondence.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment physical and criminal background check. (Search # 2019087)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 26, 2018.

All employees are subject to adherence to the State Code of Ethics which may be found at http://www.ct.gov/ethics/site/default.asp.

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.