

Our company is growing rapidly and is searching for experienced candidates for the position of academic advisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for academic advisor

- Event responsibilities may include assistance/coordination with team leadership, planning and implementation of student and prospective student events such as open houses, interview days, orientations, white coat and pinning ceremonies, alcohol and drug awareness events, residencies, lab weekends, job fairs, commencements, and additional student-centered university events
- Advise students on general education and major-specific requirements
- Advise students on academic and career issues
- Monitor academic progress of students to determine eligibility and satisfactory progress toward degree
- Maintain student files, records, and database
- Gather and/or calculate necessary information such as GPAs or enrollment statistics
- Establishes and maintains productive contacts with assigned caseload of Newark College of Arts & Sciences (NCAS) and University College-Newark (UC-N) students, counseling, facilitating declaration of major, progress toward graduation, and successful career and/or professional development for them
- Deliver academic support by working closely in conjunction with offices within Student Enrollment and Engagement Academic Affairs
- Advise students on major-specific requirements
- As needed and as time permits, promote student engagement by connecting students to opportunities available both within their department and across the College/University

- The ability to function well as a member of a team the ability to work independently toward department goals
- Contribute to the Student Success Center team by abiding by team norms, taking responsibility for keeping current on technical knowledge and sharing it with others, accomplishing tasks affecting other team members in a timely manner, and representing the Student Success Center in a professional way at all times
- Provide essential advising information to new students at orientations and help the students get registered for their first semester of classes before the end of the orientation session
- Work closely with academic and other departments, while providing outstanding customer service
- Determine how to best facilitate the student's success and development, and provide advising that improves overall student retention
- Bachelor's degree from an accredited college or university and 1-3 years progressively responsible experience in advising college level students or other work in directly assisting students in supporting their educational and developmental needs