Staff Vacancy

The University of Louisiana at Lafayette is an Affirmative Action/Equal Opportunity Employer

Position: Academic Advisor I  EEO #: AA 10-15

Responsibilities:
The University of Louisiana at Lafayette invites nominations and applications for the position of Academic Advisor I. Academic Advisors provide individual and group student academic advisement, assist students in the creation of academic plans and assist departments/units in orientation and academic advising of new students; interpret university policies and implement procedures in the areas of student enrollment. We are searching for staff who are enthusiastic about increasing our student retention rates and in helping us to design effective ways to improve on-time graduation. A successful candidate for this position must be dedicated to encouraging student success with a high attention to detail and the ability to multi-task. This is a full-time, 12 month position.

Responsibilities associated with this position include but are not limited to:

- Assist students with academic degree planning, progression towards graduation, major and General Education course selection.
- Advise first- and second-year students and special populations regarding strategies for academic success.
- Compare contents of each degree plan against the established requirements for a particular degree and notifies students if a problem exists.
- Evaluate transfer credit hours for applicability to the University of Louisiana at Lafayette degree programs according to established criteria.
- Prepare and deliver presentations about academic programs and student success to various groups, including: prospective students, parents, orientation attendees, and (less often) faculty/staff.
- Counsel students in academic transition such as those on probation and/or suspension; declaring or changing majors; withdrawing from courses, etc.
- Teach (at most) two sections of UNIV 100 – First Year Seminar or ACSK – Academic Skills courses per semester.
- Design online and in-person workshops on academic success topics such as time management, test-taking skills, stress management, and more.
- Work extended hours during registration and orientation, including some evenings and weekends.
- Participate in required professional development activities and (occasionally) attend professional conferences, seminars or meetings.

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A Member of the University of Louisiana System
Minimum Qualifications:
- Master’s Degree from a regionally accredited institution of higher learning.
- Two years of advising and/or teaching experience in higher education.
- Ability to work as part of a mutually dependent and supportive team.
- Demonstrated commitment to diversity and to supporting the academic success of all students.

Preferred Qualifications:
- Working knowledge of ERP system (i.e. Banner) or demonstrated ability to learn and utilize student data management system.
- Demonstrated capacity to work cooperatively with University faculty, staff, and administrative personnel.
- Excellent communication skills, strong interpersonal skills, ability to remain calm under pressure and to adapt quickly to change.

Administrative Unit: The Academic Success Center is a unit within Academic Affairs which assists new students in making a successful transition into UL Lafayette. ASC staff members provide academic support services, including tutoring and supplemental instruction as well as advising to all students, but particularly to students in their first two years of college. The Academic Success Center works closely with the Office of the First-Year Experience.

The University: The University of Louisiana at Lafayette is a Research University with High Research Activity; we are a public institution with an enrollment of approximately 18,000 students with a faculty of 800. UL Lafayette consists of 9 degree-granting units-The College of the Arts, B.I. Moody III College of Business Administration, the Colleges of Education, Engineering, General Studies, Liberal Arts, and Nursing and Allied Health Professions, the Ray P. Authement College of Sciences, and the Graduate School. The University offers degree programs in 55 undergraduate disciplines, 15 post-baccalaureate certificates, the master’s degree in 28 disciplines, and the doctorate in 10 disciplines. The University of Louisiana at Lafayette is accredited by the Commission on Colleges of the Southern Associations of Colleges and Schools. Further information about the University is available at http://www.louisiana.edu.

Salary: Dependent on qualifications and experience ($35,000--$40,000).

Starting Date: TBD
Applications: Candidate review will begin immediately. We expect to make multiple appointments in this classification. Applicants should send (preferably as a single .pdf document) a cover letter and résumé including the names and contact information of three references to ASCjobs@louisiana.edu. Official transcripts reflecting highest degree earned will be required of finalists at the time of final interviews.

Application Deadline: Review of applications will begin immediately. To ensure full consideration, please submit materials by May 26th, 2016.