

**Academic Advisor**  
**Center for Student Services**  
Position # 24-062 (Reposted)

Non-Exempt/Classified/Hourly Staff, full time regular, benefits eligible position. Salary is commensurate with education and experience.

**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 (if eligible) 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](http://www.wvup.edu/jobs)
- If the position requires a degree, attach a scanned copy of your unofficial college transcripts with the Employment Application packet.
- WVUP is an Equal Opportunity/Affirmative Action Employer. Minorities/Veterans/Disabled Encouraged to Apply.

**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.
- Masters (preferred)

Experience:

- Two years higher education.
- 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**

<b>Frequency:</b>	<b>Duties:</b>
80%	<p><b>Student Advising</b></p> <ul style="list-style-type: none"> <li>• Delivers comprehensive advisement support to new, transfer, returning, and continuing students to create academic pathways to success.</li> <li>• 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.</li> <li>• Clarifies program requirements, policies, and procedures of the institution.</li> <li>• 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.</li> <li>• Identifies and implements strategies to assist students in overcoming barriers to success and encourages student retention and degree completion</li> <li>• Monitors student success using data and enter appropriate data for analysis</li> <li>• Reaches out to students that need support through intrusive (proactive) advising</li> <li>• Assists advisees to obtain appropriate institutional resources to ensure successful momentum toward goals. Serves as advocate as necessary.</li> <li>• 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.</li> <li>• Serves as liaison and communication channel between advisees and the departments of the institution.</li> <li>• Assists advisees with processing education documentation.</li> <li>• 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.</li> <li>• Maintains up-to-date advising records.</li> </ul>
15%	<p><b>Related Duties</b></p> <ul style="list-style-type: none"> <li>• Serves on institutional committees and task forces as directed or required.</li> <li>• Develops and deliver programs, activities, or services to assist students in successful completion of their programs, study habits, or career explorations.</li> <li>• Assists in the delivery of orientation or other programs for new, transfer, and returning students.</li> <li>• Processes, troubleshoots, coordinates, and maintains the admissions communications process including follow-up and documentation</li> <li>• Works with a diverse population of people including but not limited to, students, staff, and faculty.</li> <li>• Engages in professional development relevant to position, with emphasis on student success.</li> </ul>
5%	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Other duties as assigned.</li> </ul>

**Re-Posted**

07/22/2024 with an application deadline of 08/05/2024.

