

Vincennes University Position Description

Position: Academic Advisor
Department: Distance Education
Division: Extended Studies
Status: Non-exempt Professional Staff
Reports to: Assistant Vice President of Lifelong Learning

Primary Function:

To provide sound academic advice and support services for students and prospective students pursuing a college degree or other educational objectives through Vincennes University.

Responsibilities Include:

- Serve on a team of advisors advising over 1000 current students as well as prospective students regarding selection of a college, a major course of study, and an appropriate delivery method.
- Articulate the requirements of over 26 degree programs and the benefits of obtaining a degree.
- Work with new students to develop an individualized plan to reach their academic goals. The plan is reviewed with the student each semester to ensure all major program requirements, general education requirements, sequencing requirements, and student readiness is met.
- Interpret, apply and abide by the Federal Education Rights and Privacy Act (FERPA) and parental confidentiality issues.
- Evaluate and articulate data accurately concerning students, faculty and administrators.
- Coach and encourage students through disruptive life events, obstacles, and challenges through discussion of options to support student success.
- Coach students to develop accountability for their educational decisions as well as an understanding of how those decisions impact their future success.
- Assist and advise students with the admissions process, including providing initial information regarding financial aid or other tuition assistance.
- Supervise advisees' degree progress, providing provisional audits as necessary and processing their petitions to graduate.
- Assess and evaluate academic advising and advising programs to ensure continual improvement of process and quality.
- Represent the University at job fairs, education fairs, learning centers, and other university activities.
- Communicate effectively to audiences of prospective students about the benefits of attending Vincennes University.
- Promote academic, career and life goals by developing and advising students with strategies such as successful completion in an online learning environment and the appropriateness of an online choice.
- Serve as an advocate for the student and intercede with at-risk students to reduce attrition.
- Communicate regularly with students to advise them of academic program requirements, registration dates,

resources, transferability issues, course substitutions, testing for credit, credit for military experience and training, and other relevant information.

- Identify opportunities to grow enrollments, attract students, gain efficiencies and improve services.
- Register students for distance courses; adding students to the student information system and course management system; advising the appropriate instructors.
- Responsible for data collection and generating reports for retention purposes and evaluating students to make sure the program objectives are met.
- Proactively build advising skills through sharing best practices, active participation in self-development, and staying current in curriculum knowledge and industry trends.
- Develop and present advisor educational workshops for faculty and staff.
- Develop, revise, and update the processes of Advising Center forms and publications.
- Maintain appropriate student files (electronic and paper).
- Assist students with access and technical issues that may arise.
- Perform other job-related duties as assigned.

Knowledge and Skills Required

- Knowledge of university degree programs, policies, procedures, resources and population.
- Ability to effectively, professionally, and tactfully interact and communicate, both orally and in writing, with students, faculty, staff and visitors.
- Knowledge of military voluntary education program requirements, SOC processes and tuition assistance.
- Knowledge of financial aid services and requirements.
- Knowledge of distance education courses offered by Vincennes University.
- Ability to effectively establish rapport with students and prospective students.
- Knowledge of success strategies for distance learning.

Qualifications

- A bachelor's degree in marketing, business, education, management, counseling or related area is required.
- A willingness to work flexible or additional hours to accommodate student needs.
- Possess the ability to maintain confidentiality.
- Excellent oral and written communication skills.
- Have the ability to work effectively in a diverse service environment that is subject to frequent interruptions.
- Skillful in solving problems, thinking critically, and organizing workloads.

- Possess the ability to maintain an orderly work environment and possessing overall excellent organizational skills is essential.
- Knowledgeable of, and sensitivity to, comprehensive student support in an educational environment.
- Possess the ability to work cooperatively in a team environment.
- Ability to travel when needed.

Benefits:

Competitive benefits package including health insurance, 16 paid holidays, tax-deferred retirement contributions, vacation, and sick leave. More information can be found by visiting the Benefits page of the VU website: <http://vinu.edu/human-resources>

How to Apply:

Interested applicants should submit the following, in order, via email as one pdf document: a cover letter, resume, and contact information for three references. **Title Format: LastName_FirstInitial_JobTitle** to jobs@vinu.edu or hard copy application materials may be mailed to Human Resources, 1002 North First Street, Vincennes, IN 47591.

Applications will be accepted until the position is filled. Interviews may be held concurrently with the advertising period. While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.

Please note the selected candidate will be required to submit to a criminal history background check. Vincennes University is an Equal Opportunity and Affirmative Action Employer

Terms of Employment: Non-exempt professional staff twelve-month full time position.

\$25,000.00 Annual Salary