



## College of Engineering

UNIVERSITY OF WISCONSIN-MADISON

### **Academic Advisor (248061-AS)**

#### **Madison, WI**

#### **Position Summary:**

The University of Wisconsin-Madison's College of Engineering (CoE) seeks a dynamic professional to join our undergraduate academic advising office as an academic advisor.

CoE academic advisors assist students throughout their undergraduate academic careers, especially during periods of important transitions. The CoE academic advising office utilizes a high touch advising model to develop supportive and compassionate professional relationships with assigned advisees. Alongside their work with students, academic advisors work collaboratively with departmental representatives to implement and manage student and academic services, including curricular management, schedule of classes and enrollment management.

The academic advising office is part of CoE's academic affairs unit, a diverse and vibrant organization that includes academic advising, tutoring, career services, student leadership, scholarships and student wellness. The academic affairs unit has a deep commitment to equity and inclusion and strives to provide outstanding service to the college's students by embracing these values. As such, we strongly encourage applications from candidates who foster and promote these values.

#### **Qualifications:**

Required at least one of the following:

- Student services experience in higher education or secondary education working with students in engineering, math, physical/biological/natural/social sciences or related field.
- Teaching experience in engineering, math, physical/biological/natural/social sciences or related field.
- Professional experience in engineering or engineering related field.

Also Required:

- Proven commitment to increasing diversity in science, technology and engineering and the ability to work with diverse students.
- Understanding of the engineering profession and engineering curricula, and ability to relate that understanding to current and prospective students.
- Strong interpersonal skills and professionalism in communicating with faculty, staff, students, visiting students and families and general public.
- Excellent written, verbal and problem-solving skills.
- Proven ability to work collaboratively and effectively within and for a diverse community in a responsive, sensitive, and caring manner.

## **Essential Responsibilities:**

15% Receives, processes, and responds to academic inquiries according to established policies and procedures

15% Serves as a main point of contact for students and provides information about educational options and academic requirements; assists with identifying and assessing interests, skills, and values to match appropriate field of study/career options, and refers students to appropriate institutional resources

10% Implements academic advising events such as workshops, panel discussions, and guest speakers

5% Maintains confidentiality and accurate student records and processes and responds to academic inquiries according to established institutional and Family Educational Rights and Privacy Act (FERPA) policies

15% Maintains expertise with advised curriculum and may assist in developing and recommending exceptions for policy and curriculum

15% Proactively engages students as needed

5% Participates in the campus-wide advising community providing input to leadership regarding the development of advising, recruitment, and co/curricular programs offered by the school/college

## **Unique Responsibilities:**

10% Collaborates with departments on curricular management; serves as an informational advisor for curriculum committees. Supports CoE undergraduate outreach, recruitment, and scholarship recruitment efforts.

10% Works to support inclusion, diversity, and equity in advising practices and procedures; supports and enhances the climate for the students and colleagues.

## **Institutional Statement on Diversity:**

Diversity is a source of strength, creativity, and innovation for UW-Madison. We value the contributions of each person and respect the profound ways their identity, culture, background, experience, status, abilities, and opinion enrich the university community. We commit ourselves to the pursuit of excellence in teaching, research, outreach, and diversity as inextricably linked goals.

The University of Wisconsin-Madison fulfills its public mission by creating a welcoming and inclusive community for people from every background-people who as students, faculty, and staff serve Wisconsin and the world.

For more information on diversity and inclusion on campus, please visit: [Diversity and Inclusion](#)

## **How To Apply:**

Please click on the "Apply Now" button at this link to start the application process.