2021-2551: Academic Advisor

Overview:
Located within the Center for Academic Excellence, academic advising provides the foundation upon which a student develops his or her academic program. The academic advisor will assist the director of academic advising in all aspects of advising such as, retaining students, clarifying educational goals, planning academic coursework and direct student to additional campus resources. The advisor counsels students on degree requirements and the general education curriculum of the university; explaining and interpreting both university policies and procedures; and serving as a liaison and advocate for students throughout the university. In addition, this individual collaborates with other administrators, academic departments and faculty is required in support of students’ success and experience.

Salem State University values, celebrates and appreciates diversity in all its forms and endeavors to create a space that reflects the campus community population which it serves. Our students come to Salem State University from 38 states and 48 countries and reflect the demographics of the greater Boston community in which we live. We are passionate about providing an experience for them and our fellow staff and faculty, where everyone can feel supported while they explore, learn, and celebrate their identities, similarities, and differences. We welcome you to come celebrate with us and become a member of our community.

Duties:
Advise undergraduate students in academic difficulty (e.g., students on academic probation or warning, including the completion of probation contracts and academic improvement plans), students wishing to withdraw or take leaves of absence, students with questions about academic policies and requirements, and students wanting to discuss a change of major or other academic plan changes or additions. Manage a caseload of students and collaborate with administrators, faculty chairs, and faculty advisors using Navigate, including outreach and referrals for students at risk. Assist with faculty advisor assignments and student placement testing, orientations, and the readmit and fresh start processes. Develop information/material for students, faculty and other campus partners; prepare data, reports, and recommendations academic advising, and educate students and faculty regarding use of degree tracker/general education core/academic policies through presentation, workshops, and other campus events. Assist the director of academic advising to ensure quality and accurate service.

Required Qualifications:
1. Bachelor’s degree in relevant field
2. Minimum two years of professional advising experience in a higher education setting (such as advising, counseling, or academic success)
3. Comprehension of student development theory and dedication to a holistic approach to advising
4. Evidence of strong written and communication skills
5. Experience using Microsoft Office Suite, Peoplesoft, Navigate and OnBase

Preferred Qualifications:
1. Master’s degree in higher education or relevant field
2. Fluency in Spanish, Haitian Creole, Portuguese, or Mandarin
3. Experience in working with first year and non-traditional students
4. Experience in working with transfer students
5. Ability to adapt to new and rapidly changing situations
6. Experience working with/advising underrepresented populations, including first-generation college students
7. Excellent organizational skills and ability to handle competing priorities

**Working Conditions:**
Salem State University complies with the Americans with Disabilities Act (ADA) to provide reasonable accommodation to qualified applicants and employees with disabilities. For accommodation information or requests please email eo-hr@salemstate.edu.

Office activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and interaction with computer equipment; occasional bending, reaching, lifting, pushing and pulling up to 5-10 pounds.

**Special Instructions to Applicants:**
Please apply online at salemstate.edu/jobs and attach resume and cover letter.

Employment is contingent upon a completed background and CORI check satisfactory to the university. Internal candidates are not subject to background check.

This position is not eligible for H1B visa sponsorship.

**EEO Statement:**
Salem State University is an equal opportunity/affirmative action employer. Persons of color, women and persons with disabilities are strongly urged to apply.

**Please Note:** If there is no application deadline associated with a position, it may be removed at any time. Once a position is removed, additional applications will not be accepted.