

Eastern Illinois University
Office of the Registrar
Academic Advisor Position Announcement

Eastern Illinois University is seeking candidates for two Academic Advisor positions in the Office of the Registrar. This position is responsible for the evaluation of academic transcripts for transfer students. This includes articulating courses from other colleges and building and maintaining articulation rules in the degree audit system. The Academic Advisor must be able to communicate effectively with students, advisors, department chairs, and others about our policies and procedures related to admission, registration, academic records, & transfer credit. This position also assists the Assistant Director with academic eligibility determination for student athletes which includes interpreting guidelines set by Eastern Illinois University, the conference, and the NCAA. This position reports directly to the Assistant Director. Eastern Illinois University is committed to diversity and promotes inclusivity. Candidates from diverse backgrounds and cultures are encouraged to apply.

Qualifications:

A bachelor's degree and two years' professional work experience (preferably in higher education) required. Ability to work independently and as a part of a team. Attention to detail and the ability to adhere to guidelines, meet deadlines, and use independent judgment are required. Must have strong computer skills and the ability to enter and maintain data. Experience with transfer course evaluation, transfer articulations, and degree audit systems preferred. Some evening and weekend work may be required during peak times.

Salary:

This is a 12 month, full-time Academic Support Professional position in Unit-B of the faculty union. Salary range is \$33,600.00 - \$38,400.00 annually.

Application process:

Apply online at <http://apply.interfolio.com/62680> by May 22, 2019. A letter of application, resume, and the names and contact information of three professional references are required. Any offer of employment is subject to a background check and verification of educational attainment. Questions may be directed to Rose Myers-Bradley, Search Committee Chair, at rmyersbradley@eiu.edu

*Eastern Illinois University is an Affirmative Action/Equal Opportunity Employer -
minority/female/disability/veteran – committed to achieving a diverse community.*