

**Eastern Illinois University**  
**Academic Success Center Position Announcement**  
**Director, Academic Advising**

Eastern Illinois University invites applicants for a twelve-month position providing leadership for Academic Advising in the Academic Success Center. The Director will supervise staff, provide budget management, offer leadership on advising matters to the campus, and oversee all aspects of advising in the ASC. This position supervises seven academic advisors and two clerical staff members and reports to the Executive Director of the Academic Success Center.

**Duties and Responsibilities**

- Supervise, coordinate, and administer all aspects of programs, activities, policies, and procedures associated with Academic Advising
- Oversee unit budgets
- Coordinate with New Student and Family Programs for freshman and transfer orientation programs
- Present information related to general education and graduation requirements at orientation to new students and families
- Provide leadership in maintaining quality staff through recruitment, retention, and development
- Provide leadership in the development and preparation of publications, web site, and materials for Academic Advising
- Evaluate staff following University guidelines and the UPI, Unit B contract
- Oversee the Gateway Program, Eastern's provisional admissions program for new freshmen
- Develop goals, assess goals, and write reports for the unit
- Serve as an academic advisor
- Participate in campus events such as Open Houses as needed
- Provide leadership to the Campus Advising Network
- Represent Academic Advising on the Committee for Retention Efforts and other committees as necessary
- Serve on Student Processing Team and coordinate with the Office of the Registrar

**Qualifications**

Required:

- Master's degree in Counseling, Higher Education, or a related field
- Minimum of 5 years of experience advising students at the postsecondary level
- Excellent written and oral communication skills, including presenting to groups and conducting trainings
- Superb attention to detail
- Excellent interpersonal skills, including experience working as a member of a team with a demonstrated commitment to diversity and experience with promoting

inclusive excellence

Preferred:

- Strong organizational and problem-solving skills
- Experience with report writing and assessing programs
- The ability to multi-task
- Strong technology skills including a working knowledge of Microsoft Office and student information systems
- Supervisory experience with a record of being a successful leader

A complete application will include a cover letter outlining skills and experiences relevant to the position, resume, and a list of 5 professional references (including name, phone number, email address, position and relationship to the candidate). Application materials must be submitted electronically to Interfolio at <http://apply.interfolio.com/74084>. This appointment is contingent upon successful completion of a background check.

For questions regarding this search, please contact Tanya Willard, Screening Committee Chair, at [tmwillard@eiu.edu](mailto:tmwillard@eiu.edu). Applications will be reviewed until on-campus interviews are scheduled.

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

