

Eastern Illinois University Academic Advising Center Academic Advisor

Description

The Academic Advising Center at Eastern Illinois University is seeking a 12-month, full-time Academic Advisor for exploratory students. The Academic Advisor is primarily responsible for advising undergraduate students in the areas of curriculum, career opportunities, major/minor selection, and academic development. In addition to the Advisor's primary duties, this role requires individuals to a) serve as an advocate for students via committee participation, b) represent the Academic Advising Center at various functions and activities, and c) present to students and parents at new student programs. The Academic Advisor position reports to the Director of the Academic Advising Center and is organizationally housed within Academic Affairs.

Qualifications

The successful candidate for this position will possess the following:

- Master's degree in College Student Affairs or closely related area of study
- Strong communication skills and a demonstrated ability to work effectively with students, staff, faculty, and administration
- Demonstrated commitment to diversity and experience promoting inclusive excellence is required
- Excellent computer skills including knowledge of Microsoft Office and Zoom; experience with BANNER preferred
- Detail-oriented professional skills; time management, and critical thinking skills; independent member within a team environment

Salary & Starting Date

\$3,154.00 per month; June 1, 2021

Application Instruction

Applicants should submit the following: 1) a letter of application; 2) a current resume or vita; 3) list of names and contact information for three (3) professional references; and 4) a copy of official transcripts for all degrees completed. Applications can be submitted using Interfolio, <http://apply.interfolio.com/85600>. For questions regarding this search, please contact Jody Stone, Search Committee Chair, at jestone@eiu.edu.

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