

# Eastern Illinois University

## Academic Advisor Position Announcement (A07800)

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The Academic Advising Center at Eastern Illinois University is seeking a 12 month, full-time Academic Advisor for exploratory students. The academic advisor is responsible for advising undergraduate students in the areas of curriculum, career opportunities, major/minor selection, and academic development. The position a) serves as an advocate for students via committee participation, b) represents the Academic Advising Center at various functions and activities, and c) presents to students and parents at new student programs. The Academic Advisor reports to the Director of the Academic Advising Center and is housed within Academic Affairs.

Prospective candidates must possess a Master's degree in College Student Affairs or a closely related field at the time of hire. Strong interpersonal skills; demonstrated ability to work effectively with students, staff, faculty, and administrators; demonstrated commitment to diversity and experience promoting inclusive excellence is required; competency and experience working with people from diverse backgrounds and cultures; excellent written communication, time management, and critical thinking skills; excellent computer skills, including knowledge of Microsoft Office and Zoom; experience with BANNER preferred; seeking a detail-oriented individual skilled at working independently in a team environment. New professionals are encouraged to apply.

A complete file shall include a candidate's cover letter, resume, transcripts, and the names and contact information for three professional references. Please submit documentation to Interfolio via <http://apply.interfolio.com/78879>.

For questions about the search process please contact Kari Dailey, [kedailey@eiu.edu](mailto:kedailey@eiu.edu).

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