

Academic Advisor, Center for Advising, Persistence and
Success
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=231025>

Downloaded On: May. 8, 2024 4:32pm

Posted Feb. 20, 2024, set to expire Jun. 21, 2024

Job Title	Academic Advisor, Center for Advising, Persistence and Success
Department	
Institution	Kean University Union, New Jersey
Date Posted	Feb. 20, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Student Services
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Academic-Advisor--Center-for-Advising--Persistence-and-Success_R2655-1

Apply By Email

Job Description

External Applicant Instructions

- Please upload your resume/CV for automatic population of information to your Kean application.
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Your contact information, work experience and education will be automatically filled in. Please review all fields - you will need to verify that the data is accurate.

- **In the “My Experience” section, you will find a resume/CV upload option where you can submit your cover letter and any other supporting documents you may wish to submit.**

Center for Advising, Persistence and Success

Academic Advisor

Reporting to an Associate Director in the Center for Advising, Persistence and Success, the Academic Advisor (Professional Services Specialist 2) oversees the degree completion of all undergraduate students as assigned by caseload in the Center for Advising, Persistence and Success. The Academic Advisor works as part of a collaborative team and assists with large-scale on campus advising programs to facilitate the advising and registration of students; creates equitable options for out-of-state and international students; and coordinates all efforts related to student advising for the assigned student population.

The Academic Advisor develops collaborative efforts with University stakeholders and provides overall leadership and coordination for their assigned caseload; applies general education policy and ensures compliance with pre-and outside-the-major advising programs and registration practices; and demonstrates specialized knowledge for their assigned cohort and general knowledge of broader fields, combining to create a holistic approach to student advising, persistence and success. The Advisor also assists students through the entire Standards of Academic Progress (SAP) academic planning process; monitors academic progress, including communicating with at-risk students and students on or in danger of being placed on academic probation; and attends registration events and other activities as assigned.

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This position requires a flexible schedule including evening and weekend hours. This position is not remote and requires physical presence on campus as determined by the Supervisor. Some travel may be required.

Qualifications: Bachelor's degree from an accredited college and a minimum of three years of professional experience in student support services in higher education, K-12 or a related field is required. A Master's degree in a related field may be substituted for one year of the required experience. Professional work experience specifically related to college academic advising is preferred.

Candidacy review begins immediately and continues until appointment is made. **Please submit your cover letter, resume/CV and contact information for three professional references.** Official transcripts are required prior to the starting date of employment.

Attention current Kean University employees (including part-time Student Assistants, Graduate Assistants, Academic Specialists and Adjuncts): Please apply via the internal career site to ensure consideration as an internal candidate. To apply internally, please log into your Workday account and select the Career icon on your homepage to view available positions.

Additional Information

Kean University complies with the [New Jersey First Act](#) (Senate Bill No. 1730, P.L. 2011, Chapter 70). Any individual newly hired by Kean University will be required to abide by this law and establish a principal residence in New Jersey. New employees will have a full 365 days to establish such residence, from the effective date of hire.

In compliance with the Americans with Disabilities Act (ADA), if you have a disability and would like to request an accommodation in order to apply for a position, please refer to Section III.A. of our [Reasonable Accommodations Policy & Procedures](#).

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Diversity & Non-Discrimination Statement

Kean University is committed to establishing and maintaining a diverse campus community through inclusive excellence and equal opportunity. Kean's commitment to access and equity is designed to prepare each graduate to not only thrive, but climb higher in a diverse world. As an affirmative action, equal opportunity institution we work to support a campus-wide agenda to foster a community that both values and promotes the diversity and equity of all students, faculty, staff, administrators, and beyond.

EEO/AA Statement

Kean University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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