

Academic Advisor  
Embry-Riddle Aeronautical University

Direct Link: <https://www.AcademicKeys.com/r?job=123724>

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Posted May 23, 2019, set to expire Sep. 22, 2019

**Job Title** Academic Advisor

**Department**

**Institution** Embry-Riddle Aeronautical University  
Prescott, Arizona

**Date Posted** May 23, 2019

**Application** Open until filled

**Deadline**

**Position Start** Available immediately

**Date**

**Job Categories** Classified Staff

**Academic Field(s)** Student Services

**Apply Online Here** <https://embryriddle.taleo.net/careersection/002/jobdetail.ftl?job=190350>

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**Job Description**

Academic Advising

The Advisor:

- Works in a Decentralized Environment and utilizes Appreciative Advising to assist CAS students with registration, course selection, schedule changes, academic planning, college adjustment, and referral to college resources.
- Is the advisor for degree programs housed in their college; serving ~ 350 students
- Is housed in a private office within the college
- Participates in the college leadership team meetings, and works in partnership with faculty advisors to educate students on:
  - university policies and procedures
  - degree requirements for the degree programs
  - application of transfer credit

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- the value of engagement in co-curricular/extra-curricular activities.
- collaborates with faculty to monitor student progress and provide outreach to students as needed, suggesting strategies for academic improvement and success.

#### Event Planning and Implementation

The Advisor will:

- help plan and implement events such as New Student Orientation, Spring Preview Day, and Open House.
- facilitate connections with potential and current students and parents at university events
- communicate regularly with the Career Counselor to strategize pathways from degree to profession

#### Administrative Role:

The advisor will:

- Demonstrate proficiency in using Microsoft products such as Outlook, Word, Excel, PowerPoint.
- Work collaboratively with academic advisors from all university Colleges to enhance advising services and implement strategies that further student success.
- Maintain accurate records, using technology resources, and provide reports as needed by Department Chairs and the Dean.
- Participate in department meetings and functions as needed.
- Serve as liaison to Admissions, Registrar/Records, Housing, Cashier's Office, Dean of Students Office, International Student Services, Study Abroad, and other departments and colleges as necessary.
- Engage in professional development to maintain and enhance relevant advising skills and knowledge.
- Work with Campus Academic Mentors (CAMs) on their registration, orientation, and UNIV responsibilities.
- Manage advising budget for the College.
- May engage in other duties as assigned, based on the needs of the College.

#### Qualifications

Bachelor's degree. Area of study: STEM subject, psychology, sociology, counseling, communication, education or other related field



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**Preferred Education:**

Master's degree. Area of study: Higher Education, counseling, psychology, STEM subject, or other related field

**Contact Information**

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

Please see the job description for contact details pertaining to this university job announcement.