

Academic Advisor
Embry-Riddle Aeronautical University

Direct Link: <https://www.AcademicKeys.com/r?job=134987>

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Posted Dec. 13, 2019, set to expire Apr. 13, 2020

Job Title Academic Advisor

Department Department of Undergraduate Advising

Institution Embry-Riddle Aeronautical University
Daytona Beach, Florida

Date Posted Dec. 13, 2019

Application Open until filled

Deadline

Position Start Available immediately

Date

Job Categories Professional Staff

Academic Field(s) Student Services
Counseling Services

Job Website <https://embryriddle.taleo.net/careersection/002/jobdetail.ftl?job=190717>

Apply By Email

Job Description

Embry-Riddle Aeronautical University is now hiring an Academic Advisor in the Department of Undergraduate Advising at the Daytona Beach campus. ERAU has a strong commitment to student success and the advisor plays a critical role in advising students to achieve that success. The Academic Advisor will serve as the primary advisor for their assigned students within the College of Engineering. Academic Advisors will work closely with the faculty advisors and other student service departments to provide students the support and resources needed to achieve their goals.

Academic Advising:

Provide day-to-day academic advising to assigned students on degree programs, including course selection, academic planning, college adjustment, and referrals to university resources.

Conduct timely outreach to at-risk students and help them create action plans for improvement.



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Educate students on university policies and procedures.

Monitor student academic progress and maintain accurate records utilizing tools such as PeopleSoft Campus Solutions and Salesforce.

Assist students with problem-solving and decision-making processes.

Ability to work with diverse student populations.

Utilize theories of student development and the Appreciative Advising model in student interactions.

Collaboration with faculty, staff, and administration:

Work collaboratively with faculty and college administration to manage student issues and to implement policies and practices that support College and University goals.

Design and deliver presentations on advising-related topics to students, parents, faculty, and staff.

Participate in College meetings and on University committees as needed.

Coordinate with other campus departments to plan and implement events such as: New Student Orientation, Student Preview Day, and ERAU Open Houses.

Serve as an effective liaison with Admissions, and other student service departments; ERNIE Central, Records, Housing, Student Financial Services, Dean of Students Office, International Student Services, Veteran student services, Financial Aid, Athletics, Student Engagement, and other departments as needed.

Other responsibilities:

Special projects may include teaching and participating in UNIV 101, supervising student employees, creating reports, developing advising materials such as flowcharts, retention initiatives, etc.

Demonstrate excellent verbal and written communication skills.

Demonstrate proficiency in using Microsoft products such as Outlook, Word, Excel, PowerPoint.

Engage in professional development to maintain and enhance relevant advising skills and knowledge.

Qualifications

Required Qualifications:

Master's degree.

Minimum of 1-3 years of advising related experience.

Ability to articulate components of effective academic advising practices.

Demonstrated use of proactive and/or innovative approaches to working with college students which resulted in positive outcomes in persistence and retention.

Preferred Qualifications:

Appreciative Advising certification and/or training.

Experience with PeopleSoft Campus Solutions and Salesforce or other advising tools.



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Contact Information

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

Contact

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