

Academic Advisor I/II
Auburn University

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Posted Oct. 28, 2020, set to expire Mar. 12, 2021

Job Title	Academic Advisor I/II
Department	Admin-Science & Math
Institution	Auburn University Auburn, Alabama
Date Posted	Oct. 28, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Student Services Educational Services
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Job Description	

Job Summary

The College of Sciences and Mathematics (COSAM) is seeking an Academic Advisor Level I or II. Under general supervision, the candidate will advise undergraduate students in the college as well as serve the COSAM Student Services office as part of a dynamic team of advisors.

Essential Functions

Essential functions include but are not limited to: face-to-face advice to students in all matters related to academic and/or curriculum matters; assisting with and coordinating registration procedures; advising for student group(s); conducting Camp War Eagle (new student orientation) and S.O.S. (transfer student orientation) sessions; evaluating and maintaining student records; and participating in undergraduate recruiting efforts. The successful candidate will be expected to exhibit progress in his/her own professional development.



Academic Advisor I/II Auburn University

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Candidates must submit a cover letter, resume and the names and contact information for three professional references. Only complete applications will be considered.

Contact Information

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

Contact

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