

Academic Advisor II  
Alcorn State University

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Posted Oct. 31, 2024, set to expire May 10, 2025

<b>Job Title</b>	Academic Advisor II
<b>Department</b>	University College
<b>Institution</b>	Alcorn State University Lorman, Mississippi
<b>Date Posted</b>	Oct. 31, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Student Services Counseling Services
<b>Job Website</b>	<a href="https://jobopps.alcorn.edu/postings/7377">https://jobopps.alcorn.edu/postings/7377</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Job Summary

The incumbent advises and counsels freshmen and sophomores through the adjustment to college life from secondary school, while simultaneously assisting students with adjustment to being away from home, making mature decisions independently, and strengthening academic skills.

### Knowledge Skills and Abilities

- Knowledge of counseling theories and techniques, theories of learning and human development, and relevant and desirable student learning outcomes; including intellectual growth, realistic self-appraisal, enhanced self-esteem, clarified values, career choice and achievement of personal and educational goals
- Computer technology skills, including use of Microsoft Office Suite, email/internet applications,

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and student information systems

- Excellent communication skills, verbal, written and interpersonal
- The ability to teach post-secondary students to make sound education planning decisions and develop academic success skills

### Essential Job Functions

- Advises and counsels freshmen and transfer students, monitoring their overall academic progress through mandatory advising sessions
- Provides proactive and intrusive advising interventions for students, including referral and follow-up with other units of the University
- Uses the Noel-Levitz Retention Management System and other tools to assist in advising students
- Documents the student advising history electronically
- Participates in New Student Registration and Orientation programs
- Assists in the planning and execution of programs such as convocation, orientation, high school day and various workshops

### Qualifications

- Master's degree in Counseling, Education or related field
- Two (2) years' counseling or advising experience

### Contact Information

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

### Contact