|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | Academic Advisor | Hourly/Salary:  | Salary |
| Department/Area: | Louisville Education Center | Classification: | Exempt |
| Location: | Louisville | Travel Required: | Some |
| Hourly/Salary Range: |  | Position Type: | Full Time |
| HR Contact: | Janet Coffey | Date posted: | 08/19/2019 |
| Position Fill Date: |  | Posting Expires: |  |
| External posting URL: | www.campbellsville.edu |
| Internal posting: | Human Resources Board |
| Applications Accepted By: |
| Fax or E-mail:(270)-789-5180jobs@campbellsville.eduSubject Line: Academic Advisor**Attention:** Janet Coffey | Mail:Director of Personnel ServicesCampbellsville University1 University Drive UPO 944Campbellsville, KY 42718 |
| Job Description |
| **Summary:**The LEC Academic Advisor reports to the Assistant Vice President and Director of the LEC and works with a dynamic team at the CU Louisville Center to supervise daily support operations of our company and plan the most efficient academic, advising, and support procedures. This position works closely with undergraduate and graduate departments and applicants throughout the process, providing excellent customer service while also ensuring compliance with university and accreditation regulations. A great Academic Advisor has excellent communication and organizational skills. The ideal candidate will be well versed in departmental procedures and policies and will be able to actively discover new ways to do the job more efficiently. The goal is to ensure all support activities are carried on efficiently and effectively to allow the other operations to function properly. Successful applicants must possess demonstrable organizational and communication skills, have the ability multi task, and prioritize tasks assigned. Successful applicants must have excellent typing and computer skills, as well as experience with various office software and equipment. Previous experience evaluating student success, working with faculty and program Deans, scheduling, advising are highly preferred. Successful applicants must be able to demonstrate interpersonal as well as intercultural communication skills due to the diverse population of students this position helps to service. The AA will be expected to provide high quality services befitting the Christian mission of the university.. **Qualifications:*** Bachelor’s degree from a regionally accredited college/university or equivalent career experience in an related field
* Two or more years of experience in education or advising, highly desired.
* Prefer applicants who have university-related experience.
* Have an exceptional commitment to Christian higher education.
* A background of active church participation and affiliation is required.
* Excellent writing skills and the ability to communicate in a clear, concise, and uncomplicated manner.
* Have an outgoing, energetic, and enthusiastic personality, be a "self-starter" and “self-motivator” and maintain the highest standards of conduct, appearance, and attitude.
* Have the ability to work independently with minimum supervision, the willingness and availability for evening and weekend work hours.
* Have excellent organizational skills, result minded, goal oriented, team player, a strong sense of initiative and proven-successful leadership skills.
* Ability to remain focused in a fast-paced environment and be detail oriented.
* Ability to interact via social media and web-based communication.
* Ability to operate Microsoft Office Suite (i.e. Excel, Word, PowerPoint, etc.) is required
* High level of proficiency with Excel and database management systems (i.e. Jenzabar) is preferred.

**Requirements:*** Proven experience in education
* In-depth understanding of academic scheduling, accreditation and compliance, and departmental and legal policies
* Familiarity with basic financial principles
* Proficient in MS Office
* An analytical mind with problem-solving skills
* Excellent organizational and multitasking abilities
* A team player with leadership skills

**Responsibilities:*** Track, advise, and schedule students in all CU programs;
* Discuss transfer information and assist students with transfer planning;
* Complete unofficial degree audits;
* Have knowledge of general financial aid information (A+ program, application deadlines, how to apply, etc.);
* Have knowledge of tuition rates, payment deadlines, payment plan options, late registration fee, refund policy, etc.;
* Refer students to proper personnel for special services (i.e., financial aid, academic support, etc.);
* Coordinate academic support services for day and evening classes as needed or directed;
* Be familiar with entering admissions applications and other student forms into the CU computer system (Jenzabar, TigerNet, etc.), placement testing, graduation information, transcripts, etc.;
* Respond to requests for college information, give tours and specific program information to interested students;
* Assist instructors with class presentations involving degree plans;
* Assist with planning center activities;
* Lead new student, returning student, transfer student, and student athlete orientations and facilitate “university literacy” training (how to access university resources, etc.);
* Coordinate/lead faculty (full-time and part-time) training/orientation (how to access university resources, best-practice advising, etc.);
* Perform all other duties as assigned.

**Essential Responsibilities:*** Working hours necessary to perform job requirements satisfactorily on a regular basis.
* Managing absences from work in responsible manner to ensure service to university faculty, staff and students.
* Complying with Campbellsville University policies and practices and seeking clarification of them when necessary.
* Honor the mission of Campbellsville University and abide by rules and regulations and Standards of Conduct outlined in the Administrative Policies and Procedures Manual.

 Campbellsville University, a comprehensive Christian institution offering undergraduate (associate and baccalaureate) and graduate (master's level) programs, stresses academic excellence solidly grounded in the liberal arts, personal growth, integrity, and fellowship within a caring environment. Campbellsville University is centrally located in the heart of Kentucky and has been listed in US News and World Report as one of “America’s Best Colleges” for 18 consecutive years. The University seeks to prepare students to enrich their own lives through lifelong learning, to contribute to their respective disciplines through continued scholarship, and to advance society as Christian servant leaders. An employee of Campbellsville University is expected to participate in the life of a local church in keeping with the spirit of the institutional mission statement and core values. The individual employee is expected to conduct him, or herself, both on campus and off, in a manner becoming an employee of a Christian institution, and the employee should uphold the highest standards of conduct in terms of honesty, truthfulness, respectful attitude, and conduct toward others. Each individual associated with Campbellsville University is to perform his or her daily responsibilities mindful of the intent of the institutional mission statement and core values. |
| Reviewed By: |  | Date: |  |
| Approved By: | Janet Coffey | Date: | 08/19/2019 |
| Last Updated By: |  | Date/Time: |  |