

Professional Academic Advisor
University of California Riverside

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Posted Oct. 7, 2021, set to expire Feb. 2, 2022

Job Title	Professional Academic Advisor
Department	School of Business
Institution	University of California Riverside Riverside, California
Date Posted	Oct. 7, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Business - General
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Job Description

Student Academic Advisor 3 (TC 004545)

Working Title: Professional Academic Advisor

POSITION PURPOSE:

The School of Business at the University of California, Riverside is a nationally ranked and internationally recognized AACSB-accredited business school. With over 14,000 alumni all over the world, it is home to the largest undergraduate business program in the University of California system, as well as to the A. Gary Anderson Graduate School of Management, which features MBA, Ph.D., Flex MBA, Master of Professional Accountancy (MPAc), and Master of Finance (MFin) programs. SoBA is positioned as a center of excellence in business education through cutting-edge research on the business challenges of the 21st century.

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Under the direction of the Director of the Undergraduate Programs Office, the Professional Academic Advisor 3 is an experienced academic advisor. This position provides advice to student on the full range of requirements for the School of Business undergraduate program. Will assist students in the development of meaningful education plans; promote student intellectual and personal development; discuss and clarify educational, career and life goals as they related to the student's educational endeavors; help students to acquire relevant information and services; interpret institutional, general education, and major requirements; evaluate and monitor student academic progress, course choice, and class schedule in context of student's life and career goals.

Engage in the evaluation of student academic progress and success related to learning styles, career goals and academic stressors; partner with campus student support centers regarding topics such as but not limited to career readiness, internships, supplemental instruction, student engagement, and mental and physical wellness, etc. Perform advising duties that are based on theories and knowledge of academic advising principles, teaching, learning and human development, reflect developmental and holistic advising approaches.

As a condition of employment, you will be required to comply with the University of California SARS-CoV-2 (COVID-19) Vaccination Program Policy. All Covered Individuals under the policy must provide proof of Full Vaccination or, if applicable, submit a request for Exception (based on Medical Exemption, Disability, and/or Religious Objection) or Deferral (based on pregnancy) no later than the applicable deadline. For new University of California employees, the applicable deadline is eight weeks after their first date of employment.

ESSENTIAL FUNCTIONS

Description

Provides advice and assistance to students on all aspects of their academic experience, including progression and requirement matters for the department/school/college.50

Advises on complex transfers from other institutions such as those in the midst of coursework from other programs/universities.10

Supports the Director and Enrollment Manager in planning academic curriculum in collaboration with chair/dean and faculty, and with other departments, to ensure student's progress through course sequences, avoid conflicts, and ensure compliance with organization-wide policies.10

Identifies students with GPA or progress problems, advises students, and recommends appropriate courses of action by the department/school/college (e.g., academic probation, dismissal).5

Advises on special eligibility requirements such as Honors programs/fellowships/scholarships5

Confirms that students have met requirements for degree completion when there are no clear

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precedents or articulations, such as interdisciplinary programs or when transfer work is involved.
Determines barriers, distractions, and complications affecting a student's academic success, helps students recognize these key non-academic issues, and makes appropriate referrals for additional therapeutic counseling and/or assistance from other units.

Advises students on a wide range of course possibilities and/or ways to complete degree requirements that may not be clearly defined.

Performs other duties as assigned.

MINIMUM REQUIREMENTS

Bachelor's degree in related area and/or equivalent experience/training.

Minimum of 5 years of related experience.

Abilities in problem identification, reasoning, ability to develop original ideas to solve problems.

Skills in judgment and decision-making, problem solving.

Thorough knowledge of advising and counseling techniques, knowledge of multiple majors, colleges, & schools.

Ability to multi-task.

Thorough knowledge of college/school policies, procedures, and requirements.

Skill in accurate record keeping with strict attention to detail. Skill in organizing tasks, documents, and materials with efficiency and accuracy.

Demonstrated computer proficiency using Microsoft Office (Word, Excel, Access) or other equivalent software, the internet, e-mail messaging, and web-based software applications.

Ability to effectively, professionally, and tactfully interact and communicate, both orally and in writing, with students, faculty, staff and visitors.

Articulation skills to listen and advise/counsel diverse personalities using sound and mature judgment.

PREFERRED QUALIFICATIONS

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Master's Degree preferred.

Ability to extract, compile, analyze, and present pertinent data effectively.

Demonstrated experience with online Student Information Systems (Banner).

Demonstrated ability to work effectively in a service environment that is subject to frequent interruptions.

TO APPLY

For a detailed position description, required qualifications, and to apply for this position, please visit the UCR Human Resources website at

[url=https://apptrkr.com/get_redirect.php?id=2542900&targetURL=http://jobs.ucr.edu]http://jobs.ucr.edu
JOB# 24432020.

[url=https://apptrkr.com/2542900]https://irecruitportal.ucr.edu/irecruit/!Controller?action=jobs_webui.show_pag

UCR is an Equal Opportunity and Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other characteristic protected by law.

Contact Information

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

Contact

University of California Riverside