



HEALTH POLICY AND ADMINISTRATION

JOB POSTING: Academic Advisor – Division of Health Policy and Administration

The Division of Health Policy and Administration at the University of Illinois at Chicago School of Public Health is seeking an Academic Advisor to coordinate student admissions, advising, and enrollment for a broad range of graduate academic programs. The successful candidate will serve as the primary divisional representative and resource for applicants and current students to provide accurate information about policies, procedures, and requirements. He/she/they will also act as a liaison between students and faculty advisors to ensure successful program completion and ongoing program improvement, and will support the overall academic needs of the division and the division's faculty members.

The University of Illinois Chicago is an affirmative action, equal opportunity employer that has a strong institutional commitment to the principle of diversity and is particularly interested in receiving applications from a broad spectrum of people. We are committed to equal employment opportunities regardless of sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law.

The University of Illinois conducts background checks on all job candidates upon acceptance of contingent offer of employment. Background checks will be performed in compliance with the Fair Credit Reporting Act. The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit <https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=1411899>.

Applicants must submit an online application using the link provided below. Please upload a cover letter, resume, and contact information for three references. For fullest consideration, all requested information must be submitted by January 19, 2022. The application period will officially close February 28, 2022. Compensation is commensurate with experience and qualifications. APPLICATION LINK: <https://jobs.uic.edu/job-board/job-details?jobID=157642&job=academic-advisor-health-policy-and-administration>. For questions regarding the position, contact Susan Lynch at slynch2@uic.edu.