Eastern Illinois University
Lumpkin College of Business and Technology
Academic Advisor
Position Announcement

Position: 12-month Academic Advisor for Programs in the Lumpkin College of Business and Technology

Responsibilities: Lumpkin College is searching for an Academic Advisor, with primary responsibility for academic and professional development advising of undergraduate majors within the college. The successful candidate will develop a thorough understanding of degree requirements and related university policies and procedures, as well as awareness of career opportunities, professional certifications, and employer expectations for the primary majors advised. Assisting with on campus recruiting events and supporting and advocating for students is expected. Commitment to diversity and inclusive excellence is required. Salary range $37,500-$40,000.

Starting Date: July 1, 2022

Qualifications: Master's degree in higher education, counseling, or a discipline represented in the Lumpkin College of Business and Technology required. Previous academic advising experience desired but not necessary. This position also requires strong interpersonal, written, and verbal communication skills, as well as ability to maintain confidentiality, prioritize, meet deadlines and balance multiple projects simultaneously. Also, strong organizational, time management skills and attention to detail are a must. Demonstrated commitment to diversity and promoting inclusive excellence is required.

Closing Date: Applications must be received by April 29 to receive full consideration.

The University and Community: Eastern Illinois University {EIU} is a comprehensive state university in a community of 20,000 in east central Illinois. Enrollment at the university is approximately 7,000 and growing. EIU offers faculty a wide range of research and public service activities. Eastern Illinois University takes pride in creating a warm, welcome environment for all faculty, staff and students. Established in 1895, EIU boasts a rich, 125-year tradition of preparing students for their personal and professional goals. A traditional regional residential institution, EIU offers a superior education at a relatively low cost while consistently earning high rankings and distinctions for its affordability, academic program quality, career placement rates, campus safety, online degree options, student support, and sustainability initiatives. EIU focuses on individualized attention and superior student relationships, and has earned recognition as the highest-ranking independent public regional university in Illinois and a place among the Midwest's top public regional universities according to *U.S. News and World Report*. EIU hosts more than 175 student organizations on campus, and offers a variety of cultural events, NCAA Division I athletics, and active research opportunities for its students to enjoy and to thrive. EIU has become recognized for providing the resources of a large institution while creating the kinds of individual relationships that support student and alumni success.

Eastern Illinois University is located in Charleston, Illinois – a comfortable and safe east central town within a two-to three-hour drive of three major metropolitan areas -- Chicago, Indianapolis, and St. Louis.

Applications: Review of applications will begin immediately and will continue until the position is filled. Applicants should submit the following: 1} a letter of application indicating how the candidate's background and credentials meet the position's responsibilities and qualifications; 2} a current resume; 3} a list of names, addresses, phone number, and email for three professional references; and 4} a copy of transcripts for all degrees {may be unofficial for application purposes}; official transcripts required for appointment. Applications should be submitted to Interfolio at http://apply.interfolio.com/104899. For questions regarding this search, please contact Ms. Amy Annis, 217-581-8581 or amannis@eiu.edu.

Eastern Illinois University is an Affirmative Action/Equal Opportunity Employer - minority/female/disability/veteran - committed to achieving a diverse community.