

**Eastern Illinois University
Academic Success Center
Academic Advisor Position Announcement**

The Academic Success Center at Eastern Illinois University in Charleston, IL is seeking an Academic Advisor. This is a 12 month, full-time position in Unit-B of the faculty union; the university rank for this position is Academic Support Professional (ASP). The Academic Advisor reports to the Director of Academic Advising in the Academic Success Center and is a part of Academic Affairs.

Duties: Advise all undergraduate students that are assigned to the ASC; assist students in the areas of curriculum, career opportunities, major/minor selection, and academic development. Meet weekly with provisional admission advisees to track progress. Advocate for the student via committees and represent Academic Advising at various functions and activities. Present to students and parents at orientation.

Required skills and experience: Candidate must have a Master's Degree in College Student Affairs or related field. Strong verbal and interpersonal skills; Demonstrated ability to work effectively with employers, students, staff, faculty, and administrators. Demonstrated commitment to diversity and experience promoting inclusive excellence is required. Competency and experience working with people from diverse backgrounds and cultures. Excellent written communication, time management, and organizational skills. Excellent computer skills, including knowledge of Microsoft Office. Experience with BANNER preferred. Seeking a detail-oriented individual skilled at working independently in a team environment. New professionals are encouraged to apply.

Salary: Commensurate with experience. \$37,000-\$45,000

Application process: Apply online at (<http://apply.interfolio.com/60334>). For full consideration, the application must be received by March 15, 2019.

A complete application will include a current resume/vita, a letter of application, and the names and contact information for four professional references, including email addresses and phone numbers.

Candidates invited for a campus interview will be asked to provide copies of graduate transcripts and complete a background check. Master's Degree must be received before hire date. Questions may be directed to Dr. Tanya Willard, Search Committee Chair, at tmwillard@eiu.edu.

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