

**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:** August 2, 2021

**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 required.

**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 can be submitted using Interfolio at <http://apply.interfolio.com/89566>.

For questions regarding this search, please contact Ms. Debbie Endsley, Search Committee Chair & Assistant to the Dean, 217-581-3526.

**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. The University is located in east central Illinois and combines the benefits of a community of 20,000 with access to several large cities, including Chicago, St. Louis, and Indianapolis.

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