

**Eastern Illinois University
Academic Success Center
Position Announcement
Director of Academic Advising**

Eastern Illinois University invites applicants for a twelve-month position providing leadership for Academic Advising in the Academic Success Center. The Director will supervise staff, provide budget management, offer leadership on advising matters to the campus, and oversee all aspects of advising in the ASC. This position supervises seven academic advisors and two clerical staff members and reports to the Executive Director of the Office of Inclusion and Academic Engagement.

Duties and Responsibilities

- Supervise, coordinate, and administer all aspects of programs, activities, policies, and procedures associated with Academic Advising
- Oversee unit budgets
- Coordinate with New Student and Family Programs for freshman and transfer orientation programs
- Present information related to general education and graduation requirements at orientation to new students and families
- Provide leadership in maintaining quality staff through recruitment, retention, and development
- Provide leadership in the development and preparation of publications, web site, and materials for Academic Advising
- Evaluate staff following University guidelines and the UPI, Unit B contract
- Oversee the Gateway Program, Eastern's provisional admissions program for new freshmen
- Develop goals, assess goals, and write reports for the unit
- Serve as an academic advisor
- Participate in campus events such as Open Houses as needed
- Provide leadership to the Campus Advising Network
- Represent Academic Advising on the Committee for Retention Efforts and other committees as necessary
- Serve on Student Processing Team and coordinate with the Office of the Registrar

Qualifications

Required:

- Master's degree in Counseling, Higher Education, or a related field
- Minimum of 5 years of experience advising students at the postsecondary level
- Excellent written and oral communication skills, including presenting to groups and conducting trainings
- Superb attention to detail
- Excellent interpersonal skills, including experience working as a member of a team with a demonstrated commitment to diversity and experience with promoting inclusive excellence

Preferred:

- Strong organizational and problem-solving skills
- Experience with report writing and assessing programs
- The ability to multi-task
- Strong technology skills including a working knowledge of Microsoft Office and student information systems
- Supervisory experience with a record of being a successful leader

A complete application will include a cover letter outlining skills and experiences relevant to the position, resume, and a list of 5 professional references (including name, phone number, email address, position and relationship to the candidate). Application materials must be submitted electronically to Interfolio at <http://apply.interfolio.com/97121>. Applications will be reviewed until on-campus interviews are scheduled. This appointment is contingent upon successful completion of a background check.

For questions regarding this search, please contact Gregory Ayt, Screening Committee Chair, at gjaydt@eiu.edu.

The University and Community

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.

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

