DESCRIPTION OF JOB:

Responsible for the overall academic advising experience for new and continuing students in the Returning Adult Accelerated Program (RAAD). This is a part-time, 50% position at the Deming Way campus. The position serves a caseload of approximately 130 returning adult students annually. Work hours will be 12:30-5:30 pm, Monday thru Thursday.

Responsibilities:

1. **Academic Advising: 25%**
   - Provide curricular, policy, and procedural information to RAAD students. Assist students with academic advising and course enrollment. As needed, facilitate long term planning for degree completion.
   - Provide individualized academic onboarding sessions for all new RAAD students
   - Work closely with admissions staff to provide academic information and a smooth transition from admission to enrollment
   - Provide additional advising and faculty resource/support for students pursuing majors within the College of Arts and Sciences

2. **Career Development: 25%**
   - Provide individualized career development/major selection counseling
   - Utilize the “Type Focus” assessment tool to contextualize decision making
   - Assist in the planning and implementation of career services programming
   - Provide specialized career development resources as assigned

3. **Academic Success Strategies: 25%**
   - Provide individualized assistance with issues concerning academic success including: study skills, time management, test taking skills
   - Use research based success strategies to assist students in their academics
   - Intervene with assigned students who are placed on academic probation
   - Provide specialized academic skills resources as assigned

4. **Professional Development: 15%**
   - Participate in continuous professional development around academic success and career development
   - Attend Academic Success and Career Development Center staff meetings as scheduled
   - Develop academic, career, and learning support knowledge base concerning students pursuing Business Administration, Organizational Development, and Computer Information Systems

5. **General: 10%**
• Keep accurate records of student contacts. This includes: email, 1:1 appointments, as well as other interactions and/or transactions with students.
• Implement and follow-through on retention initiatives as directed
• Provide appropriate referrals to campus resources when necessary
• Other duties as assigned by the Assistant Dean for Student Academic Services

JOB QUALIFICATIONS

Necessary Education or Work Experience:

• Bachelor’s degree required. Master’s degree in higher education, student personnel, or educational leadership and policy analysis desirable.
• One year of previous academic advising, career development, or learning support experience required.

Required Skills and Knowledge:

• Excellent oral, written, and interpersonal communication skills, including ability to develop rapport with non-traditional undergraduates who are adult learners.
• Demonstrated organizational and administrative skills as well as attentiveness to detail and accuracy.
• Familiarity with research and theory in adult higher education a plus.
• Spanish Language proficiency a plus.
• Demonstrated ability and affinity to effectively use technology to enhance communication and record-keeping in advising practices is required

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is

• regularly required to sit;
• frequently required to use keying skills, visual requirements associated with keying data, often detailed and numeric;
• the ability to interpret and respond to printed documentation;
• the ability to communicate effectively on the telephone;
• the noise level in the work environment is normal office conversation

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Other Qualifications:
Demonstrate multicultural competence – the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways.

The candidate must actively support the mission of the college by working with faculty, staff and students to share in our core values - truth, compassion, justice, partnership, and community.

**To apply:** Send a letter of application, resume, and references to:

Edgewood College  
Human Resources – **ACCA**  
1000 Edgewood College Drive  
Madison, WI 53711  
E-mail: humanresources@edgewood.edu  
Equal Opportunity Employer