



POSITION POSTING

February 2022

POSITION TITLE:	Academic Advisor
DIVISION:	Academic Affairs
DEPARTMENT:	Academic Affairs

OCCUPATIONAL SUMMARY

Reporting to the Director of Academic Advising, the Academic Advisor will provide developmental academic advising for new, continuing, and returning students using a case management approach. The Academic Advisor will assist students in defining personal and academic career goals, interpreting and understanding program curriculum and pre-requisites, and developing basic skills to register for courses, as appropriate. The Academic Advisor will refer students to appropriate internal and external resources that foster student success. The Advisor will collaborate with others within the division of Academic Affairs & across the University to provide a student-centered approach to every interaction and develop workforce-ready students in an inclusive, supportive and collegiate environment.

This position does not supervise others.

ESSENTIAL JOB FUNCTIONS

1. Demonstrate a strong commitment to student development and success through advocacy, positive attitude, adaptability, approachability, problem-solving, and support.
2. Demonstrate developmental academic advising that assists students in clarifying personal and academic career goals through the use of appropriate student development, human development, and student learning theories.
3. Assist students in interpreting and understanding program curricula, prerequisites, etc.
4. Assist students in gaining a basic understanding of the College's registration process and processes that need to be completed before the beginning of each semester.
5. Maintain current knowledge of the institution's academic programs, curriculum, practices, and academic and student policies.
6. Coordinate with other Student Affairs and Academic Affairs areas to ensure accuracy of advising materials distributed to students, faculty, and staff.
7. Possess a working knowledge of the various types of student financial assistance programs.
8. Manage academic advising caseload in a manner that promotes retention, persistence, and student success through proactive interactions and interventions.
9. Assist students in the development of an Individualized Academic Plan.
10. Monitor student progress through regular meetings, communications, interventions, assessments, and data collection.
11. Maintain academic advising records in compliance with College and the Family Educational Rights and Privacy Act (FERPA).
12. Develop and maintain appropriate relationships with students, faculty, and staff.
13. Utilize a communication plan to engage the college community in the academic advising process.
14. Ensure academic progress of dual credit students and monitor on a regular basis.
15. Supports Admissions in outreach activities with high school partners.
16. Actively participate in professional development opportunities and professional organizations, as well as college-wide committees, etc.
17. Complete projects and duties as assigned by the Director of Academic Advising.
18. Other duties logically associated with the position may be assigned.



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MINIMUM REQUIREMENTS

1. Bachelor's degree in education, psychology, counseling, social work, or related fields.
2. Minimum of three years of experience in academic advising (Distance Learning, Transfer & Dual Credit), admissions, career counseling, or related higher education area is required or one year of experience.
3. Impeccable judgment and integrity.
4. Ability to manage confidential information.
5. Ability to create an inclusive environment where all people are valued, supported, and respected.
6. Demonstrated commitment to higher education.
7. Exceptional interpersonal, teambuilding, and problem-solving skills.
8. Willingness and ability to travel.

PREFERRED QUALIFICATIONS

1. Master's degree in college student personnel, higher education, counseling psychology, or related discipline.
2. Minimum of one to two years of relevant experience demonstrating leadership qualities.
3. Community College experience or credential.

APPLICATION PROCESS

This position is full-time.

Interested persons may apply by submitting a resume and contact information to:

Martin University
Office of Human Resources
2186 N. Sherman Drive
Indianapolis, Indiana 46218
Email: hresources@martin.edu

This position is open until filled.

No phone calls please.