



Forming leaders engaged in learning, faith, justice and service for life.

Position: Coordinator of Academic Advising in the *Center for Academic Support and Advising (CASA)*

Summary Description: Reporting to the Director of CASA, the Coordinator oversees the day to day operation of student academic advising services to ensure the delivery of high quality advising, with emphasis on first-year students, transfer students, and international students. In addition, the Coordinator provides leadership for the coordination and delivery of advising processes, including the training of faculty advisors and supervision of student academic advising services staff, and works collaboratively with the Director of CASA to contribute to strategic initiatives that support retention efforts and promote student academic success.

Duties and Responsibilities:

Essential Functions

1. Provide leadership in the development, implementation and evaluation of advising interventions with the goal of assisting students in making timely progress toward degree completion, with emphasis on processes of registration and advisement related to first-year students, transfer students, and international students.
2. Take responsibility for assessing the effectiveness of the Student Advising Services Office, and use the results of the assessment process to improve the effectiveness of the office and its programs.
3. Manage process to accept and enroll international students, including updating information in SEVIS. Act as Primary Designated School Official for all matters related to F-1 visa holders.
4. Coordinate and facilitate training of faculty advisors. Update advising manuals and make them available to all advisors.
5. Take responsibility for and represent student academic advising services during planning of College's orientation programs (Badger Connections).
6. Oversee processing of academic advising and registration functions for all new students.
7. Manage the process for change of student majors, including accuracy of student records and follow-up communication related to change of major advisors.
8. Work collaboratively with Registrar's Office to adjust new students' schedules after awarding of credits for AP and dual enrollment prior to matriculation.
9. Collaborate with the Director of CASA to transition students between advising and academic support interventions when necessary.
10. Serve on campus-wide committees and teams for the purpose of supporting and enhancing student success, including but not limited to the College's early alert system.
11. Collaborate with the Registrar, the Provost, and academic Division Chairpersons to project enrollments for the planning of course schedules.
12. Act as liaison to the Office of Admissions to make recommendations and predict operational impact of new systems, software, and data entry/collection mechanisms that impact areas of student advisement and success.
13. Participate in the readmission process.

14. Participate in work of the Academic Standards Committee.
15. Coordinate the transfer seminar class each semester. Some teaching is expected as part of job duties.
16. Maintain the CASA website and keep up-to-date information (degree plans, forms, contacts) on the site
17. Serve as primary contact for service members seeking advising help with continuation of studies plans
18. Regularly review and recommend changes to processes, from placement to file management.

Marginal Functions

1. Assists the staff in answering requests for information.
2. Operates photocopy, facsimile, etc. as necessary.
3. Operates databases, advising software systems, and online data management systems as necessary.
4. Performs other related marginal functions as necessary.

Required Knowledge, Skills, and Abilities: Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job.

1. Willingness and ability to work within the mission and educational principles of a Catholic, Jesuit college.
2. Knowledge of academic environments and principles of student development theory.
3. Knowledge of the Family Educational Rights and Privacy Act (FERPA) and its implications on office processing of student records.
4. Knowledge of College Board and ACT assessments as well as high school curricula.
5. Knowledge of admissions and financial aid process.
6. Ability to use judgment regarding confidentiality of student records.
7. Ability to teach.
8. Ability to formulate plans; determine program direction; and evaluate services effectively.
9. Ability to supervise and conduct performance evaluations.
10. Ability to communicate orally and in written forms.
11. Ability to work with a team.
12. Ability to work some weekends and evenings.
13. Knowledge of computer systems and software of the level to access and compile data necessary for assessment, reporting, and decision making.
14. Knowledge of transfer student academic issues and international SEVIS accountability.

Qualification Standards:

Education: Minimum Master's degree in higher education or related field.

Experience: Minimum three years of experience in higher education academic advising and support, preferably in a liberal arts college. Substantial experience with registration, advising, new student support and onboarding strategies.