



SPRING HILL COLLEGE

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

Position: Academic Advisor, Full Time

Department: Career & Academic Success & Advising (CASA)

Position Summary:

Reporting to the Executive Director of Career & Academic Success & Advising (CASA), the Academic Advisor is a student service professional with a critical role in the College's strategic initiatives that support retention efforts and promote student academic success. The responsibilities of the Academic Advisor include but are not limited to helping students upon application to the College, with emphasis on first-year students; facilitating student orientations; guiding students' academic decisions and class selection; tracking the advancement of students and providing academic case management and advising assistance for students. The Academic Advisor possesses a general level of knowledge on a wide variety of topics in Student Success but also demonstrates a more specific knowledge of one or more subjects and develops that knowledge as an ongoing process, ensuring the delivery of integrated, holistic service to students.

Essential Functions:

- Advises students on all facets of their experience with the College, including but not limited to orientation, academic planning, co-curricular engagement opportunities, academic advising, and other student resources.
- Acts as a catalyst in the academic and social integration of the student into campus life; assists in identifying educational, career, and personal goals; promotes programs and services that assist students with success in their academic career pursuits
- Identifies and interprets the needs of students and helps faculty and students become aware of the value of academic, career, and counseling services.
- Helps the institution create a positive learning environment for all students.
- Communicates with students via a variety of methods, including in-person appointments, telephone, email/chat contacts, and other virtual communication modalities.
- Acts as primary first-year advisor for Undecided students.
- Represents student academic advising services during the planning of the College's orientation programs (Badger Beginnings).
- Works collaboratively with the Registrar's Office to adjust new students' schedules after awarding credits for AP, dual enrollment, ACT/SAT placement, and placement exams, prior to and post-matriculation.
- Supports the readmission process for students, from contacting stopped-out students to mentoring them during their time at SHC to ensure retention. This includes helping readmitted students navigate the re-enrollment process.
- Collaborate with the CASA Executive Director to transition students between advising and academic support interventions when necessary.
- 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.



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Required Knowledge, Skills, Abilities:

- Familiarity with or sincere interest in learning about the mission of Spring Hill College and the meaning of a Jesuit education, thus enabling the employee to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
- Proven ability to support and contribute to a culture of inclusion, equity, and respect for diverse backgrounds, perspectives, and traditions in alignment with SHC mission.
- Willingness and ability to work within a Catholic Jesuit college's mission and educational principles.
- Knowledge of academic environments and principles of student development theory.
- Knowledge of the Family Educational Rights and Privacy Act (FERPA) and its implications on office processing of student records.
- Knowledge of College Board and ACT assessments as well as high school curricula.
- Knowledge of admissions and financial aid process.
- Ability to implement academic and career development practices.
- Ability and desire for continuous improvement and learning academic and career advising best practices.
- Ability to communicate orally and in written forms.
- Ability to work with a team.
- Ability to work some weekends and evenings.
- Knowledge of computer systems and software as needed to access and compile data necessary for assessment, reporting, and decision-making.

Qualification Standards:

Minimum Qualifications:

Bachelor's degree from a four-year college or university.

Minimum two to three years related experience and/or training in higher education academic advising and support, preferably in a liberal arts college or equivalent combination of education and experience.

To apply, please email your resume to the Office of Academic Affairs at academicaffairs@shc.edu.

Spring Hill College is an Equal Opportunity Employer that values inclusion, respect, and the inherent dignity of every person, consistent with our Catholic, Jesuit mission.

The College reserves the right to modify, reassign, or eliminate job duties and responsibilities, or to combine positions, or portions thereof, at any time, with or without notice. This job description is not an employment agreement or contract.
