

DIRECTOR OF ACADEMIC ADVISING

DESCRIPTION

The Director of Academic Advising is responsible for developing a campus-wide advising and mentoring program, coordinating the delivery of advising services with other campus programs, and providing direct support to students at Methodist College. The Director of Academic Advising is an administrative position that includes expectations for teaching in an academic major or program at Methodist College.

EDUCATION

Master's degree from a regionally accredited institution required in an area congruent with the academic divisions and degrees granted at Methodist College required.

EXPERIENCE

Two years or more experience supervising an advising program and two years of teaching experience at the college level preferred.

REPORTS TO

Associate Provost and Dean of Arts and Sciences.

RESPONSIBILITIES

1. Manages advising efforts with constituents at the Methodist College (including the transition from core general education curriculum to program advising and faculty mentoring).
2. Serves as the advisor for students during their first term at the College and assists with the transition to self-scheduling and the assignment of a faculty mentor.
3. Coordinates learning experiences for advising students during College orientations.
4. Maintains a campus-wide advising program and coordinates the delivery of advising services with other campus programs (such as recruiting, admissions, assessment, counseling, and financial aid) to provide seamless services for students.
5. Administers a "learning-centered" curriculum for student advising and scheduling during new student orientation (inclusive of skills necessary in Unit4 and D2L).
6. Integrates with all faculty to enhance the advising experience for all students.
7. Develops and oversees an academic success early warning process for at-risk students at Methodist College.
8. Organizes and implements a comprehensive orientation and training program for first year advising and faculty mentors.
9. Maintains a communications plan to disseminate information on policies and procedures in academic advising.
10. Updates content of the academic advising page of the college website.
11. Conducts ongoing assessment of advising practices to evaluate effectiveness and impact on student retention and graduation.
12. Maintains, reports, and presents assessment of advising and mentoring outcomes for campus partners.

13. Manages the academic advising office budget.
14. Conducts evaluations of any assigned academic advising staff.
15. Develops and offers workshops and other training to utilize multiple advising techniques.
16. Prepares academic advising workshops and tools to complement the College's New Student Orientation sessions.
17. Remains current in "best practices" in academic advising and participates in the scholarship of advising by attending conferences and/or publishing. Develop and implement innovative advising programs, workshops, and services to meet the needs of the student body.
18. Serves on College committees as appropriate.
19. Collaborates with key constituents at the College (program directors, deans, and faculty committees) to meet all student support needs and facilitate the transition from first year advising to faculty mentors.
20. Teaches a minimum of one course (with a maximum of two courses) each calendar year.
21. Other duties as assigned.

WORKING CONDITIONS AND PHYSICAL EFFORT

- Work is normally performed in a typical interior-office work environment.
- No or very limited exposure to physical risk.
- No or very limited physical effort required.
- Noise levels not above a point that hearing protection is needed.

COMMUNICATION

- Excellent communication skills.
- Interacts effectively with students, staff, faculty, and external clients of Methodist College.
- Must have ability to interact effectively and courteously with culturally diverse groups.
- Ability to communicate only the facts to recipients or to decline to reveal information.
- Ability to project a professional, friendly, and helpful demeanor.