Student Services Program Coordinator II: First-Year/Undergraduate Academic Advisor

University Advising Center
University of South Carolina – Columbia

Position Description
The First-Year/Undergraduate Academic Advisor provides individual advising to approximately 300 assigned students (first-year students, transfer students, continuing students or a combination) to assist in transitioning to college, academic planning and progression, and engagement on campus. Advisors possess a working knowledge of college curriculums, university policy, and campus resources. Advisors communicate and meet regularly with students, their assigned College, and the University Advising Center. In addition, this position must maintain an average advising schedule of 30 hours per week, manage student caseloads, participate in on-going training and certification, host various outreach events, intervene with students, and regularly use available technologies to ensure accurate and effective advising.

Duties
• Advise approximately 300 assigned students (first-year students, transfer students, continuing students, or a combination) on progression requirements and selection of courses. Review and interpret placement and other standardized test scores, transcripts, courses prerequisites, degree applicability of AP, IB, Dual Enrollment, and other transfer work.
• Refer students to the appropriate staff such as counseling, financial aid, etc., and encourage student participation in beyond-the-classroom activities.
• Participate in orientation and hold advising hours in evenings as needed.
• Maintain systematic and frequent contact with advisees.
• Monitor, identify, and support students with academic difficulties as it pertains to progression and graduation requirements.
• Utilize technologies including EAB Student Success Collaborative, Self-Service Carolina, scheduling software, Degree Works, etc.
• The First-Year/Undergraduate Academic Advisor will support the efforts of their assigned College/School such as participating in campus events, developing advising materials and presentations to support individual and group student sessions, and serving as a resource for faculty and staff.

Minimum Qualifications
Master’s degree and 1 year related experience, or bachelor’s degree and 3 years related experience.

Preferred Qualifications
Master’s degree and 1 year advising experience