

Req Id: 40262

Job Title: Academic Advisor - Forestry and Natural Resources

City: West Lafayette

Job Description:

Job Summary

Academic Advisors promote an inclusive environment that challenges and supports students by providing meaningful opportunities for student learning, development and integration of curricular and co-curricular experiences. Advisors are dedicated to empowering students to be active responsible learners while guiding students to make well-informed decisions that lead to the achievement of students' educational, career and life goals.

In addition to advising responsibilities, senior advisors will also assist in the development and implementation of department-level advisor training, serve on university-level committees, and serve as academic liaisons to a variety of departments and programs. Senior advisors are also asked to coordinate major projects, programs and initiatives that support the mission of their advising unit.

In this role, you will serve as a resource for undergraduate programs, undergraduate students, faculty, staff, and alumni; support students through different career development initiatives both on and off campus, participate in department career and alumni events, and participate in College of Agriculture and University events and other committees as appropriate. Potentially serve as an advisor to student clubs and assist with development and teaching of career or leadership seminar courses.

What You'll Be Doing:

- Create an open, respectful and inclusive environment by utilizing an equity-minded, student-centered practice that emphasizes mutual respect, dignity, self-awareness, and authenticity
- Center the student in an asset framed approach where advising differentiates educational guidance to meet students where they are and acknowledges the critical value of each students' unique social capital
- Empower students to be active responsible learners and assist them in making well-informed decisions
- Guide students in course selection and the process for registering for courses
- Identify campus activities and program opportunities related to a students' major
- Maintain a consistent pattern of contact and communications with assigned students
- Use data to provide timely outreach to students on their academic progress and conduct audits on student's degree progress
- Assess when a student's situation requires referral to campus resources

- Maintain and ensure confidentiality of student records
- Teach students about the university's structure, systems, policies and practices
- Assist in development and implementation of department-level advisor training, serve on university-level committees, and serve as academic liaisons to a variety of departments and programs
- Coordinate major projects, programs, and initiatives that support the mission of their advising unit, their college and the university related to advising

What We're Looking For

Academic Advisor:

- Masters degree in a relevant field
- Demonstrated commitment to diversity, equity and inclusion
- Excellent communication and interpersonal skills
- Must be able to collaborate with faculty, staff, students and parents
- Demonstrated ability to interpret and administer academic policy
- Must have excellent organizational skills, ability to multi-task, establish priorities and resolve conflict
- Basic skills in Outlook, Word, Excel and PowerPoint

Senior Academic Advisor:

- Masters degree in a relevant field
- 2 years of related work experience
- Excellent communication and interpersonal skills
- Must be able to collaborate with faculty, staff, students and parents
- Demonstrated ability to interpret and administer academic policy
- Must have excellent organizational skills, ability to multi-task, establish priorities and resolve conflict
- Basic skills in Outlook, Word, Excel and PowerPoint

Nice to Have:

- Experience in student advising
- Knowledge of programs and majors at Purdue

What We'd Like You to Know:

- **This position will be filled as an Academic Advisor or as a Senior Academic Advisor. The hiring manager will determine the job level based on the skills, experience and qualifications of the selected candidate.**
- Learn more about Purdue's benefits summary, <https://bit.ly/3sHGbIs>
- Purdue will not sponsor employment authorization for this position
- A Background Check is required for employment in this position
- FLSA: Exempt (Not Eligible For Overtime)
- Retirement Eligibility: Defined Contributions Waiting Period
- Purdue University is an EOE/AE employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply

Career Stream

Professional 2 or 3

P2

Pay Band S055

Link to Purdue University's compensation

guidelines: <https://www.purdue.edu/hr/mngcareer/compguidelines/index.php>

Job Code #20002152

Link to Career Path Maker: <https://www.purdue.edu/hr/careerpathmaker/>

P3

Pay Band S060

Link to Purdue University's compensation

guidelines: <https://www.purdue.edu/hr/mngcareer/compguidelines/index.php>

Job Code #20002153

Link to Career Path Maker: <https://www.purdue.edu/hr/careerpathmaker/>

*Effective August 1, Purdue implemented a new background screen policy: any internal transfer will receive a new background screen if one has not been run within the last year.

Who We Are

Purdue is a community built on collaboration, with global perspectives, Boilermaker pride and endless opportunity to live, learn and grow. Join us and contribute to our culture.

EO

Purdue University is an EO/EA University.