

Undergraduate Advisor

Department of Resource Economics, UMass Amherst

Job Description: Under the general supervision of the Chief Undergraduate Advisor, the Undergraduate Advisor provides academic and personal counseling for the Department of Resource Economics undergraduate students. The Advisor assists with the planning and implementation of programs and services to enhance success of all undergraduate students, including curriculum and course schedule development, using online registration and academic records technology such as the University's student records software (SPIRE) and Student Success Collaborative scheduling software (SSC). The Advisor will individually meet, assess, and oversee students' academic plans with regard to course selection, resource and referral as well as to issues of probation, suspension, and potential dismissal. Other responsibilities include assisting in the planning, preparation, and advising of new and transfer students during summer and winter orientations as well as involvement in other undergraduate student programming initiatives in the Department of Resource Economics and College of Social and Behavioral Sciences. Successful candidate must be available to work occasional nights and weekends. Start date: June 1, 2018.

Required Qualifications

- Bachelor's degree in student development, social sciences, or related field.
- At least three years of experience in academic advising and student success programming.
- Strong interpersonal, oral and written communication skills. Ability to collaborate and interact with faculty, staff, students, administrators, and the public in a friendly and professional manner. A sensitivity to diversity and the needs of nontraditional students.
- Ability to perform evaluations, analyze circumstances, and offer advice using a humanistic and balanced approach.
- Ability to create and maintain organized systems for data/record management; strong organizational and administrative skills.
- Ability to exercise sound judgment and discretion in handling confidential information. Ability to understand, explain, and apply laws, rules, regulations, policies, and procedures. Ability to prioritize, make sound and mature decisions, adjust to varying or changing situations, with willingness and initiative to take on a variety of tasks.
- Proficiency with the Microsoft Office suite including Word, Excel, PowerPoint, Outlook, and Access.

Preferred Qualifications

- Master's degree in student development, social sciences, or related field.
- One-to-three years of experience in academic advising and student success programming.
- Working knowledge of SPIRE and SSC, as well as University academic requirements and regulations.

Professional Staff Salary Administration Program Position Level 25

Hiring Salary Range: \$38,000 – \$47,600

Normal Starting Salary Range: \$38,000 – \$42,800

The successful candidate will be subject to a background check, including a criminal history check.

Application Instructions: To apply, submit a letter of interest, résumé, and contact information for at least three professional references at:

<http://umass.interviewexchange.com/jobofferdetails.jsp?JOBID=95782>. The priority deadline is **May 14, 2018**. Review of applications will begin May 15, 2018 and may continue until a successful candidate is found.