Chief Undergraduate Advisor
Department of Resource Economics

Job Description: Under the general supervision of the Department Chairperson, the Chief 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 Spire and Moodle. The Advisor will individually meet, assess, and oversee students' academic plans with regard to course selection, resource and referral, choosing a major, and 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 orientation as well as involvement in other undergraduate student programing initiatives in the College of Social and Behavioral Sciences.

Minimum qualifications:
- Master's degree in education or a counseling-related field.
- Three years of related experience in academic advising and student success programming, demonstrating 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.
- Sensitivity to diversity and the needs of non-traditional students.
- Excellent computer skills (including MS Office) and ability to learn student record systems.
- Successful candidate must be available to work occasional nights and weekends.

Professional Staff Salary Administration Program Position Level 26.
On-campus applicants are defined as Amherst campus, non-student employees.

Application Instructions:
To apply, submit a letter of application, resumé, and contact information for at least three current professional references to:

Review of applicants will begin on September 7, 2016 and may continue until a suitable candidate pool has been identified.

The University of Massachusetts is committed to a policy of equal opportunity without regard to race, color, religion, gender, gender identity or expression, age, sexual orientation, national origin, ancestry, disability, military status, or genetic information in employment, admission to and participation in academic programs, activities, and services, and the selection of vendors who provide services or products to the University. To fulfill that policy, the University of Massachusetts is further committed to a program of affirmative action to eliminate or mitigate artificial barriers and to increase opportunities for the recruitment and advancement of qualified minorities, women, persons with disabilities, and covered veterans. It is the policy of the University of Massachusetts to comply with the applicable federal and state statutes, rules, and regulations concerning equal opportunity and affirmative action.