

JOB AD

Academic Advisor, College of Arts and Sciences, ABC University

The College of Arts and Sciences is now accepting applications for an Academic Advisor. This professional position is responsible for building relationships with students by providing multidisciplinary, developmental academic advising for undergraduates in the College of Arts & Sciences. Advisors work in a disciplinary team setting to assist students in planning for and making informed decisions about areas of study, intended college outcomes, and post-baccalaureate plans. Advisors help students assess their interests, values, and academic skills. They teach students to navigate the systems, academic processes, and policies at ABC University, and work with students to personalize their academic paths, including offering co-curricular guidance and leading them in regular long-term planning. Advisors offer assistance to students' support networks, including family, faculty, and other staff. In addition to one-on-one interactions, Advisors work with students in group settings via workshops, presentations, campus events, and other activities.

Successful Advisors demonstrate an enthusiastic attitude and passion for working with students and on a team. Advisors are comfortable engaging with large numbers of students via diverse and active outreach methods, and demonstrate an advising approach that focuses on student exploration and discovery.

Key responsibilities will be:

Student Facing Interactions

- Develop trusting, supportive relationships with individual students.
- Serve as the primary point of contact for academic questions or concerns.
- Work with students individually through in-person, individual appointments and group meetings, drop-in hours, video conferencing, telephone and email to:
 - Personalize the academic path at ABC University
 - Review students' academic records and discuss appropriate course choices
 - Offer co-curricular guidance that complements academic path and goals
 - Lead students in intentional goal setting appropriate to their developmental stage
- Proactively track, contact and work with special student populations (i.e., high-risk, first generation, students who have not been in for an appointment, students in academic difficulty, high-achieving students, etc.)
- Lead small groups, workshops and seminars for the purpose of academic exploration; developing academic success strategies, etc.
- Provide ad hoc coverage, as needed, for any advisor on the same disciplinary team.
- Participate in New Student Welcome and other recruitment activities as assigned.

Planning/Administrative/Service to College

- Develop support programs and materials for student success and persistence initiatives.
- Liaise with assigned departments, building and maintaining vital departmental relationships.
- Liaise with academic advisors across campus, building and maintain vital cross-campus advising relationships.
- Liaise with student support professionals across campus.
- Maintain accurate, detailed records of all advising contacts including but not limited to: majors/minors the student is considering, specific course choices/recommendations and the rationale for those choices, student performance issues (positive/negative) and recommendations made based on performance, referrals to programs and services, as well as goals and relevant experiences expressed by the student.
- Collaborate with others as part of a team-driven environment.
- Develop and administer events as assigned by an advising supervisor or director.
- Participate in unit, department and/or campus-wide committees.
- Participate in future development and long-range planning for AAC as directed.
- Participate in new student recruitment activities as assigned and provides advising and mentoring to prospective students and their families.
- Help ensure the accuracy of their degree audits and, in collaboration with appropriate offices, certify degree completion of assigned students.
- Represent the AAC, including possible presentations, at potential events offered by other campus offices.

Note that the primary goal is presented as building relationships by means of advising, not the other way! Emphasize sustained engagement with students in your application materials.

Much of the languages refers to advising, sharing information, teaching, and guiding students in discovery. Most PhDs have developed these skills while in their academic programs.

Notice multiple references to “co-curricular” : in this department and role, you are offering complementary support to faculty. Understand (and be able to articulate) how student affairs is a function within the university separate from academic programs.

Although you work to develop relationships with individual students, the framework is that you are doing so as part of a team. Emphasize teamwork in your application.

Emphasis is on diversity and variety as part of the role. Demonstrate how that is appealing, or a working condition you enjoy (and why).

This job description is nicely organized into three main functional areas. Your resume and other application materials could be organized in a similar way:

- Direct student interactions
- Planning, collaborating and administering projects or programs
- Professional growth and learning

Professional Development and Performance Planning

- Work closely with supervisor to identify and participate in professional development opportunities, including but not limited to mentoring, relevant conferences, course work, workshops, and research.
- Participate in ongoing training and professional development activities offered by the AAC and other campus entities.
- Participate in advising assessment initiatives

This position may require limited evening and weekend hours to support student activities. We emphasize continued professional development for our advisors.

The College of Arts and Sciences is the intellectual core of the university, conducting research, scholarship, creative work and education in more than 60 fields. Our research generates new knowledge, solving some of the world's most critical problems. The college leads nationally in undergraduate and graduate education, bringing world-class research and scholarship to our students, both in and out of the classroom.

RESUME

NAME
Address
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name@YYY.edu

EDUCATION

Ph.D. in Comparative Literature and Literary Theory, University of XXX 2016

M.A. in Comparative Literature and Literary Theory, December 2012

- President's Fellowship, 2011-2015
- Andrew W. Mellon Fellowship in Humanistic Studies, 2010-2011
(Full tuition for the first year of graduate study and a stipend of \$17,500)

B.A., English, summa cum laude, ZZZ College 2010

RELEVANT EXPERIENCE

Lecturer, Department of Literature and Language, YYY University 2016-present

- Collaborate with Arts and Sciences faculty and administrators in committees established to assess curriculum.
- Teach writing intensive courses to undergraduates; develop and present lectures.
- Support students' success in coursework and extracurricular goals. Advise and coach students pursuing competitive fellowships and study abroad opportunities.
- Serve as faculty advisor for two student clubs.

Fulbright Visiting Scholar in the Humanities 2015

School of Arts and Humanities, Universidade de Lisboa

- Led one seminar in the Literary Theory graduate program and one undergraduate course in American Studies in a large English department.

Graduate Fellow, Graduate Student Center, University of XXX 2013-2015

- Facilitated professional development and grant-writing workshops for graduate students.
- Marketed the center's programs and served as information specialist in the reception area.
- Acted as liaison to other student services offices such as the Center for Research and Fellowships and the Career Center.

Panel Organizer, 49th Annual Comparative Literature Conference 2014

- Identified speakers for a panel as part of the conference focused on "Connections and Intersections: Interdisciplinarity Within and Among Disciplines"
- Attendance at the panel session was one of the largest at the multi-day conference.

Teaching Assistant, University of XXX 2012-2013

- Taught classes for "Narrative Across Cultures" course.
- Assisted faculty and other TAs in coordinating assignments; wrote and graded exams.

Secretary, Graduate Literature Association, University of XXX 2011-2012

- Managed budget, planned member meetings, including rooms/catering, and coordinated with student leaders.

LANGUAGE SKILLS

Fluent in Spanish; proficient in Portuguese

COVER LETTER

STUDENT AFFAIRS - Example Cover Letter (from analyzed JD)

September 30, 20XX

NAME, Director
Office of Academic Advising, College of Arts & Sciences
ABC University

Dear Ms. NAME:

I am applying for the Academic Advisor, College of Arts & Sciences, ABC University as listed on your institution's website. I recently completed my Ph.D. in Comparative Literature, and for the past six years I have worked as an advisor, teacher and researcher in higher education. Briefly, my background includes:

- Expertise providing advisory services to undergraduate students in humanities programs, supporting their academic success.
- Experience collaborating productively with faculty and administrators in planning and implementing curricula.
- Successful development, marketing and delivery of student services.
- Strong organizational skills, detail orientation, effective and accurate record keeping.

I facilitate students' development by building tailored, engaging, informational and interactive programs and advising them in one-on-one settings. In my current position as a Lecturer with YYY University's Department of Literature and Language, I work with a diverse student population, including a significant number of first generation and low-income students. I organize lectures while mentoring several graduate student assistants. I also contribute to the growth and planning initiatives for two undergraduate student organizations as a faculty advisor.

My work has given me experience partnering with student services departments and colleagues. At the University of XXX, I helped coordinate events such as the "Graduate's Guide to Funding" which connected the Center for Research and Fellowships with doctoral students in all disciplines. I also served as the Secretary for the Graduate Literature Association supporting humanities students and promoting opportunities for engagement.

My goals include working in a public university setting that supports high-quality student affairs programs, and I am interested in relocating to the Boston area. As the Academic Advisor, College of Arts and Sciences, I would be enthusiastic about assisting ABC University students to explore their options, plan for their future, and make the most of their academic programs.

I have attached a current resume for your review. I will be in the area during late October and would appreciate an opportunity to meet in person regarding the open position with your department. Please feel free to contact me by email or by phone at (000) 000-0000 if you would like more information.

Sincerely,

Candidate's name