Division of University College

Academic Advisor

***This job is located at IUPUC in Columbus, Indiana***

IUPUC—Indiana University-Purdue University Columbus—continues to deliver high-quality undergraduate and graduate degree programs aligned with and responsive to regional educational needs since 1970. IUPUC is located in Columbus, Indiana, and enrolls between 1,500 and 1,800 students annually. IUPUC offers academic programs to students who reside in Bartholomew, Brown, Decatur, Jackson, Jefferson, Jennings, Johnson, Ripley, Shelby, and other counties in southern Indiana.

We seek greater diversity in our faculty and staff to broaden students’ academic experience and to enrich our campus community. Candidates must be sensitive to the needs of and possess an interest in working in an academic community that is diverse with regard to gender, race, ethnicity, religion, nationality, sexual orientation or identity, disability status, and protected veteran status.

The Academic Advisor role is responsible for providing academic and developmental advising for undergraduate and/or graduate students in the Division of University College. This role develops and implements strategies and interventions that are designed to enhance the performance, retention, and graduation rates of students and that support the educational mission of the university. In addition, this position is responsible for teaching students to explore their intellectual interests, to assess their abilities, and to plan a program of study tailored to preparing each student for their academic and career goals. Academic Advisors aid students in making informed decisions about a choice of major and potential career path. As well as informs students of relevant IU policies related to academic progress, enrollment, and graduation. This role helps to represent the campus and may create and present advertising materials at campus meetings and recruiting functions. This role plays a crucial part in the overall student experience.

**REQUIREMENTS**

Bachelor's degree from an accredited institution, plus 2 years of student affairs, teaching, academic advising, or a related field. Combinations of related education and experience may be considered.

Must possess a valid U.S. driver’s license and be able to drive during daylight and evening hours to event locations. Must be able to be insured by Indiana University.

The successful candidate should possess proficient communication skills. Maintains a high degree of professionalism. Demonstrated time management and priority setting skills. Demonstrates a high commitment to quality. Possesses flexibility to work in a fast paced, dynamic environment. Seeks to acquire knowledge in area of specialty. Highly thorough and dependable. Demonstrates a high level of accuracy, even under pressure. Uses and learns new technology proficiently and changes practices with changing technology. Ability to meet Best Practices and National Standards for Academic Advising. Understands and meets FERPA requirements.

**INSTRUCTIONS ON HOW TO APPLY**

Qualified applicants interested in the position must apply online at https://jobs.iu.edu/ Search for Job ID 306855. A resume must be submitted with your online application. The deadline for applications is July 14, 2023.

**BENEFITS/PERKS**

University-sponsored benefit plans are a significant part of Indiana University’s total compensation package. You may want to go to http://hr.iu.edu/benefits/ to learn more about the resources, services, and other generous benefits available to Indiana University employees.

Columbus is located one-hour south of Indianapolis, 1½ hours from Louisville, and 1½ hours from Cincinnati. Columbus is a unique Midwestern community with a population of 46,000 known for its world-class architecture. The American Institute of Architects ranked Columbus sixth in the nation for architectural innovation and design – right behind Chicago, New York, Boston, San Francisco, and Washington, D.C. There are wonderful programs for young children, many parks, excellent philharmonic orchestra, and people trails. The community is also well known for its culture and its predilection for innovation. For further information, please visit: http://www.iupuc.edu/ and http://columbus.in.us

Indiana University is an equal employment and Affirmative Action Employer and a provider of ADA services.

The Annual Security and Fire Safety Report, containing policy statements, crime and fire statistics for all Indiana University campuses, is available online. You may also request a physical copy by emailing IU Public Safety at upps@iu.edu