

BRYN ATHYNN COLLEGE



FOUNDED IN 1877

JOB DESCRIPTION

TITLE:	Head of Academic Advising Staff
STATUS:	Part-time Staff/Non-Exempt, year-long Approximately 25 hrs/wk in session plus 36 hours distributed over 6 summer weeks
BENEFITS:	Part-time Staff Benefit Eligibility –Tier 5
REPORTS TO:	Associate Dean of Academic Affairs

Position Summary

The Head of Academic Advising Staff (HAAS) co-chairs the Academic Advising Steering Committee and is responsible for managing the advising program for incoming and undeclared students, assigning and supervising academic advising staff, coordinating with the Early Alert Council, Academic Support Center, and head of the Academic Career Excellence (ACE) Center regarding student performance, and advising a caseload of first and second year students. The HAAS is a year-round, renewable, part-time position.

Specific Responsibilities & Essential Functions

- Co-Chair the Academic Advising Steering Committee with the Registrar.
- Select, appoint, supervise, and evaluate academic advising staff, including:
 - Set and manage departmental goals and deadlines throughout each term
 - Support the Associate Dean of Academic Affairs in managing the departmental budget
 - Assign schedule for academic advising staff members, ensuring appropriate coverage each week, including over the summer
 - Keep track of advisor caseloads, major applications, academic status, and student notes in SharePoint and Sonis
- Spearhead incoming student registration, including:
 - Plan and host at least two registration events in May and June
 - Process each new admit ideally within a week of their deposit, including assigning advisors and creating student folders
- Plan and facilitate advising programming during Orientation, including:
 - A presentation on the role of advising, student responsibilities as they pertain to course selection and registration, and an overview of the First Year Experience checklist
 - One-on-one advising for students that need to complete or make changes to their registration
 - Recruit appropriate staff to plan and implement workshops on Moodle and Sonis
- Plan and facilitate advising workshops (approximately one/term) for freshmen and undeclared sophomores

- Implement and oversee the development of a Peer Mentorship program
- Organize and oversee Academic Advising resources in SharePoint
- Remain current in best practices in academic advising and run occasional training sessions or workshops on campus for staff and faculty academic advisors.
- Maintain strict confidentiality of confidential and sensitive information (CSI) and comply with Family Educational Rights and Privacy Act (FERPA) regulations.
- Along with academic advising staff members, advise incoming and first year students (see AAS position description for more information).
- For the purpose of supporting student success, communicate regularly with the Early Alert Council, faculty members teaching first-year students, and academic advising staff members about student performance.
- Along with the academic advising steering committee, assess annually the effectiveness of the academic advising program and recommend changes as appropriate

Line of Reports

The HAAS reports to the Associate Dean of Academic Affairs. The academic advising staff members report to the HAAS.

Criteria & Qualifications

- Bachelor's degree required. Preference for bachelor's degree in a liberal arts field. Master's degree in addition is preferred.
- Strong written and oral communication skills, including demonstrated ability to communicate effectively with faculty, staff, students (and, after appropriate FERPA release, students' parents) utilizing discretion and professionalism.
- Strong organization and time-management skills
- Ability to maintain a high degree of confidentiality
- Ability to manage staff schedules, including increases and decreases in hours needed by week.
- Ability to manage multiple, complex tasks independently.
- Team focused and interested in working in a highly collaborative environment
- Working knowledge of academic advising software is preferred, particularly with the following:
 - Student Information System (Sonis).
 - Slate
 - SharePoint
 - Team-up