

ACADEMIC COORDINATOR/ADVISOR 1
Office of Undergraduate Student Services
College of Education
Washington State University

Position Description

This position is responsible for performing duties involved in academic advisement, academic counseling, or closely related activities for prospective and current students. The majority of the duties include, but not limited to, academic counseling or advising students, analyzing applications for certification; assessing academic level; responding to academic inquiries; academic advising including developing individual academic plans; educating students in the areas of academic planning, interpretation of department, school, college, and university requirements, degree requirements, career exploration, and other related matters; counseling non-students about possible admission to university programs; providing academic planning advice for prospective transfer students

Duties

This position administers a comprehensive undergraduate advising program for students seeking the Bachelor of Science degree in Kinesiology within the College of Education. Duties include, degree audit, transfer course evaluation and articulation, retention, career counseling, referrals, records and database development and maintenance.

Required Qualifications

Bachelor's degree and two (2) years of full-time academic advising experience at a college or university or related education/experience. A Master's degree in a related field may substitute for one (1) year of professional work experience. Any combination of relevant education and professional experience may be substituted for the educational requirement on a year-to-year basis.

Accreditations: WSU ACADA Level 1 certification within six (6) months of hire.

Ability to work effectively with diverse populations.

Ability to work a flexible schedule including some weekends and evenings, and willingness to travel.

Demonstrated computer skills including proficiency with Microsoft Office Excel, Outlook, Word, and PowerPoint

Experience with Microsoft Office Access or similar database software

Demonstrated experience interpreting and applying standards and regulations.

Preferred Qualifications

Master's degree in student personnel, educational administration, or related field.

Five years of experience in academic advising or a related client-based setting. Familiarity with college programs including admission, transfer, and academic program requirements.

Experience with application of state and federal regulations and standards.

Application process

Screening of applications will begin November 1, 2018. To apply for this position please visit <https://www.wsujobs.com/>

Salary commensurate with qualifications and experience.