



## **Wingate University**

### **Position Description**

**Position Title:** Academic Advisor, Academic and Career Development

Founded in 1896, Wingate University is a laboratory of difference-making that serves more than 3,600 students in North Carolina. Wingate offers 36 undergraduate majors as well as six master's and four doctoral programs. The University is home to the Cannon College of Arts and Sciences; the Levine College of Health Sciences; the Byrum School of Business; and the College of Professional Studies, which includes the Thayer School of Education and the School of Sport Sciences. The University's motto is "Faith, Knowledge, Service." Learn more at [www.wingate.edu](http://www.wingate.edu).

**FLSA Classification:** Exempt Staff, 12-month position

### **Job Purpose**

The Academic Advisor provides holistic student advising for students, in order to help prepare them for a successful college and vocational career.

### **Duties and Responsibilities**

-Develop relationships while providing support to an advising load of 250 to 300 designated students to empower them in navigating academic curriculum and college life.

-Prepare advisees for course registration, including creation of individualized four-year plans and developing understanding of degree requirements. Follow up on meetings with accurate records on each student by tracking progress from the beginning to end of the advisor/advisee relationship. Maintain up-to-date information on academic programs in order to best support and assist students with academic plans and major selection.

-Maintain a connection with students when not meeting face-to-face through group meetings, e-mail, and phone calls, as necessary in order to empower students to be successful help-seekers striving for interdependence.

-Monitor early alerts / Mid-term reports – work with students, as needed, to develop plans to overcome challenges. Contact and work closely with faculty members and staff, when appropriate, to encourage, support and advise students.

-Work closely and cooperatively with various offices on campus to encourage holistic individual student success, including collaborating with campus partners to provide advising programming and training.

-Support and encourage students in their curricular and co-curricular activities as they adjust to University life through navigating academics, engaging in student activities and expanding relationships.

-Participate in University functions and activities related to advisees (e.g., Orientation, Welcome Week, Course Registration). Support the University and its activities as a member of Campus Life division, including serving on assigned committees and initiating collaborative efforts.

-Participate in and provide support for assessment of academic advising, as well as the development of annual goals and objectives for all functions.

-Perform other duties and responsibilities as assigned.

### **Qualifications**

A master's degree in higher education, student personnel, counseling, or a related field. One to two years' experience working with college students are preferred.

Please send a letter of interest, resume and contact information of three professional references to [careers@wingate.edu](mailto:careers@wingate.edu)

*EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act and its amendments. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status.*