STAFF VACANCY ANNOUNCEMENT

Academic Advisor II

Department: Student Success
Position: Full-time
Wage: $12.871 - $15.455
Union Affiliation: Montana Public Employees Association
Posting Date: June 2014

Description

The Academic Advisor II is responsible for:

- One-on-one and small group academic advising to students;
- Assisting with the referral of students to faculty advisors;
- Assisting students with the resolution of academic-related issues and questions;
- Making advisor/advisee assignments on an ongoing basis;
- Developing and maintaining accurate program advising forms;
- Completing student transcript evaluations;
- Assisting with institutional transfer articulation;
- Interpreting academic rules and regulations;
- Corresponding with students regarding various academic issues;
- Referring students to other campus resources;
- Serving as a liaison with faculty on advising related issues;
- Assisting with building schedules of classes;
- Working as part of the larger UMW Student Success team to implement best practices for retaining students;
Ongoing maintenance of the advising website and development of new tools to assist students.

**Qualifications**

The successful candidate must possess:

- Bachelor’s degree or equivalent combination of education and experience;
- Experience in a higher education setting;
- Experience providing academic advising to students regarding class choices and programs of study;
- Working knowledge of university academic policies and procedures;
- Excellent oral and written communication skills and customer service and leadership skills;
- Proficiency with various software, including but not limited to MS office, Excel, Access, and integrated software systems;
- Public relations, interpersonal and communications skills, including the ability to work with a diverse group of individuals;
- Strong organizational, time-management and multi-tasking skills as well as the ability to meet deadlines in a busy environment with attention to detail;
- Experience working under pressure, handling conflicts, making decisions and problem solving;
- Demonstrated ability to work with others;
- Demonstrated ability to assist with short-range and long-term planning;
- Demonstrated ability to maintain strict confidentiality and work on projects independently.

It is preferred that candidates should also have experience with a block scheduling format, possess a master’s degree in a related field and possess experience with Banner or other database-driven software.

**Application**

Applications must include a cover letter addressing the candidate’s qualifications for the position, a resume and the names and contact information of three references.

Send all application materials to:

Ilene Cohen  
Office of Student Success  
The University of Montana Western  
Campus Box 51
Review of applications will begin on July 15, 2014 with a projected start date of August 18, 2014. Questions about this position may be directed to Ilene Cohen at (406) 683-7311 or ilene.cohen@umwestern.edu.

The University and Dillon Area

The University of Montana Western, located in Dillon, Mont., is an innovative institution nestled in a scenic valley in the Rocky Mountains of southwestern Montana. The current campus student headcount is 1,447 and the Full-Time Equivalent (FTE) for student enrollment is approximately 1,392.

Montana Western has over 60 FTE faculty members, features small classes for all students and has been recognized for excellence by U.S. News and World Report. Montana Western’s small size and focus on education innovation have earned it the reputation of being a place where faculty and staff chose to collegially and creatively make a difference in the education of students. Montana Western is the first and only public four-year college in the nation to use block scheduling in which students take a single class at a time. This immersion-learning program facilitates increased opportunities for experiential types of learning.

The mission of the University of Montana Western is to provide innovative interdisciplinary education through experiential learning that combines theory and practice. Montana Western services citizens of all ages with its academic, community service, and lifelong-learning programs. As part of the global community, Montana Western encourages diversity, international awareness, environmental responsibility, and mastery of technology as a gateway to the world.

Dillon, a community of 5,000 people, is known for outstanding public schools, safe environments, recreational opportunities and an excellent quality of life.

The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for this position will be subject to a criminal background investigation.