

Vincennes University
Extended Studies
Position Announcement
Distance Education Program Academic Advisor

Vincennes University is seeking a highly motivated and energetic individual to provide comprehensive and sound academic advice and support services for students and prospective students pursuing a college degree or other educational objectives through Vincennes University's distance education program.

The Distance Education Program includes components that deliver courses to a diverse student population including military service members, adults, returning students, students new to higher education, displaced workforce members, and those seeking personal improvement. Most students are seeking a degree or certificate. The Academic Advisor reports to the Assistant Vice President of Lifelong Learning.

Responsibilities:

- Serve on a team of advisors advising over 1000 current students as well as prospective students regarding selection of a college, a major course of study, and an appropriate delivery method.
- Articulate the requirements of over 35 degree programs and the benefits of obtaining a degree.
- Work with new students to develop an individualized plan to reach their academic goals. The plan is reviewed with the student each semester to ensure all major program requirements, general education requirements, sequencing requirements, and student readiness is met.
- Provide one-on-one advising to current and prospective students regarding selection of a college, a major course of study, and an appropriate delivery method.
- Interpret, apply and abide by the Federal Education Rights and Privacy Act (FERPA) and parental confidentiality issues.
- Accurately evaluate and articulate information on students to faculty and administrators, and in interpret university rules and regulations and other information to students.
- Coach and encourage students through disruptive life events, obstacles, and challenges through discussion of options to help student success.
- Coach students to develop accountability for their educational decisions as well as an understanding of how those decisions impact their future success.
- Assist current and prospective students with inquiries in regards to general and specific information about the University, its programs and requirements.

- Assist and advise students with the admissions process, including providing initial information regarding financial aid or other tuition assistance.
- Supervise advisees' degree progress, providing provisional audits as necessary and processing their petitions to graduate.
- Assess and evaluate academic advising and advising programs to ensure continual improvement of process and quality.
- Travel as necessary to represent the University at job fairs, education fairs, learning centers, and other university activities.
- Communicate effectively to audiences of prospective students about the benefits of attending Vincennes University.
- Promote academic, career and life goals by developing and advising students with strategies such as successful completion in an online learning environment and the appropriateness of an online choice.
- Serve as an advocate for the student and intercede with at-risk students to reduce attrition.
- Communicate regularly with students to advise them of academic program requirements, registration dates, resources, transferability issues, course substitutions, testing for credit, credit for military experience and training, and other relevant information.
- Identify opportunities to grow enrollments, attract students, gain efficiencies and improve services.
- Register students for distance courses; adding students to the student information system and course management system; advising the appropriate instructors.
- Responsible for data collection and generating reports for retention purposes and evaluating students to make sure the program objectives are met.
- Proactively build advising skills through sharing of best practices, active participation in self-development, and staying current in curriculum knowledge and industry trends.
- Develop and present advisor educational workshops for faculty and staff.
- Develop, revise, and update the processes of Advising Center forms and publications.
- Maintain appropriate student files (electronic and paper).
- Assist students with access and technical issues that may arise.

- Knowledge of university degree programs, policies, procedures, resources and population.
- Knowledge of military voluntary education program requirements, SOC processes and tuition assistance.
- Knowledge of financial aid services and requirements.
- Knowledge of distance education courses offered by Vincennes University.
- Knowledge of success strategies for distance learning.
- Perform other job-related duties as assigned.

Qualifications:

- A bachelor's degree in marketing, business, education, management, counseling or related area is required.
- Ability to effectively, professionally, and tactfully interact and communicate, both orally and in writing, with students, faculty, staff and visitors.
- Ability to maintain confidentiality.
- Ability to work effectively in a diverse service environment that is subject to frequent interruptions.
- Ability to effectively establish rapport with students and prospective students.
- Ability to solve problems, think critically, and organize workload.
- Ability to maintain an orderly work environment and possessing overall excellent organizational skills is essential.
- Ability to work cooperatively in a team environment.
- Be willing to work flexible or additional hours to accommodate student needs.
- Possess an understanding of and sensitivity to comprehensive student support in an educational environment.
- Proficient in email communications, Windows environment, Internet applications, Microsoft Office Suite or other word processing/spreadsheet application.

Terms of employment: Exempt, professional staff twelve month full time position.

Application: Interested persons should submit a letter of intent, a resume, college transcripts and reference information to: Human Resources, 1002 N. First Street, Vincennes, IN 47591, or by email to jobs@vinu.edu. Applications will be accepted until the position is filled. Interviews may be held concurrently with the advertising period.