

Academic Advisor for Blair College of Health

SUMMARY: The Academic Advisor serves traditional and post-traditional undergraduate students enrolled at Queens University in the Blair College of Health and provides supplemental advising to other undergraduate student populations at Queens. This is a full-time position reporting to the Director of Academic Advising and works in close partnership with the Blair College of Health and Presbyterian School of Nursing and with all members in the Center for Student Success. In addition to advising responsibilities, the Academic Advisor contributes to the planning, implementation, and evaluation of a comprehensive plan for undergraduate advising grounded in best practices. *This position is exempt from provisions of the Fair Labor Standards Act (FLSA) and therefore is not eligible to earn overtime pay or compensatory time off for additional hours worked.*

Essential Duties and Responsibilities may include:

- Assume primary academic advising responsibility for Blair College of Health students enrolled in Exercise and Sport Science, Health Education and Promotion, Health Science, Human Service Studies, Pre-nursing, and Sport Management majors.
- Provide academic advising to undergraduate students, including guidance in major exploration, academic requirements, campus resources and institutional policies and procedures when needed.
- Meet with students interested in application to the Bachelor of Science in Nursing (BSN) program to discuss admissions requirements and preparation for the program.
- Identify the characteristics of Blair College of Health students, including their barriers and trends in student progression.
- Develop student success plans with students in Blair College of Health majors on academic probation and those with less than a 2.0 semester grade point average.
- Develop advising materials and presentations to support individual and group student sessions, such as information sessions for pre-nursing majors.
- Work closely with the professional academic advisors and other members of the Center for Student Success.
- Collaborate with partners across campus to improve student retention and success in the Blair College of Health majors.
- Serve as a resource for faculty advisors within the Blair College of Health regarding advising and academic policies and procedures.
- Participate in the presentation and ongoing development and evaluation of new student and transfer student orientations.
- Stay apprised of changing institutional policies and procedures including admissions requirements, new programs, course changes, deadlines, costs, updates in college-wide initiatives, and transfer requirements.
- Appropriately handle, track and store sensitive & confidential materials according to established guidelines by understanding the institution's interpretation of FERPA rules for the release of student information to faculty, parents, students, etc.
- Engage in professional development activities, such as activity in professional organizations, department and university activities and workshops.

Nonessential Duties include:

- Perform other duties and responsibilities to meet the needs of the University as assigned by Director of Academic Advising.

Experience, Knowledge and Skills Required:

- Minimum of one to two years of experience in academic advising in a university setting.
- Dedicated to supporting student development while effectively prioritizing multiple demands and follow-up with students.
- Strong interpersonal skills, including the ability to establish rapport with a diverse population of students, faculty, and staff.
- Must be able to work in a fast-paced environment with excellent attention to detail and the ability to quickly learn and communicate new information.
- Solid problem-solving skills, critical thinking, and the ability to analyze components and arrive at a logical course of action while knowing when to ask for assistance or direction
- High level of energy and initiative, and willing and able to work with minimal supervision while contributing positively to a cooperative, high-functioning team
- Demonstrated ability to maintain strict confidentiality of privileged information and perform duties that require tact, independent judgment, diplomacy, and discretion
- Excellent verbal and written communication skills.
- Ability to work independently and as a member of a team.
- Computer proficiency, particularly in MS Word, Outlook, PowerPoint, Excel.
- Master's degree (or equivalent combination of education and experience) in related field.

Application Process

Qualified candidates should submit the documentation listed below via email to hr@queens.edu in (.doc) or (.pdf) format. Incomplete applications will not be considered. Queens will continue to accept applications until the position is filled. Include the following:

1. A cover letter addressing the position qualifications and experience
2. Current CV or résumé
3. Salary requirements
4. Contact information for three professional references.

Be sure to include “**AcAd-Blair**” and **YOUR NAME** in your email Subject Line.

(**Example:** AcAd Blair Shawn Mullin)

Applications received by March 22, 2021 will receive first consideration. Queens will continue to accept applications until the position is filled.

About Queens University of Charlotte

Located in the heart of the nation's second fastest growing metropolitan area, Queens University of Charlotte leverages the city's diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on

supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non-profit, and community organization sectors.

Benefits

Queens offers comprehensive benefits to eligible employees, including: medical, dental and vision insurance, domestic partner benefits, defined contribution (matching) and supplemental 403(b) retirement plans, vacation and generous paid holidays, tuition remission and tuition exchange, Queens-paid life insurance, supplemental life insurance, dependent life insurance, accidental death and dismemberment insurance, flexible spending accounts (medical, dependent care, Health Savings Account), sick leave and long-term disability leave, paid parental leave, FMLA leave when eligible, reduced cost meals at Morrison Dining Hall, employee assistance program (EAP), free access to the Levine Center, wellness programs. In addition, employees may choose benefits such as pet insurance, critical care insurance and legal assistance.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.

Physical Requirements (with or without reasonable accommodation)

- *Visual Abilities:* Read reports, create presentations, and use a computer system – 75-100% of the time
- *Hearing:* Hear well enough to communicate with co-workers, vendors, and students – 75-100% of the time.
- *Dexterity, Grasping, Feeling:* Write, type, and use the telephone, copier, and computer systems – 75-100% of the time
- *Mobility:* Open files and operate office machines; move between departments and attend meetings across campus – 75-100% of the time
- *Talking:* Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly – 75-100% of the time
- *Lifting, Pulling, Pushing:* Exert up to 30 pounds for force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects – 50-74% of the time.
- *Cognitive/Emotional:* Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

Work Conditions

- Work in office environment, involving contact with faculty, staff, students, service providers and vendors.
- Work has deadlines, multiple interruptions, high volume and may be stressful at times.
- Occasional night and/or weekend attendance are required to ensure successful execution of objectives.

Disclaimer: *This description is not intended to be an all-inclusive list of the duties and responsibilities of this positions, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to describe the general nature of this position.*