



Internal/External	External
Position Title	Academic Advisor
TTC Title and Code	Academic and Career Advisor (AE002)
FTE	100%
Position Information	Principal Work Location: UW-Stevens Point Main Campus, <u>Supervisor</u> : John Gaffney, Associate Director
Total Rewards	UW Stevens Point provides a competitive benefits package including monthly premiums starting at \$32, deductibles starting at \$250, auto-enrollment in the Wisconsin Retirement System (pension) with employer contributions, and 17+ days of paid time off (PTO)*. Additional benefits and more information available on our Total Rewards page .
Department	Academic and Career Advising Center
University Description	Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit https://www.uwsp.edu/join-uw-stevens-point/ for more information about UW-Stevens Point. To learn about the Stevens Point (aka Point) area fun, jobs, housing, education, quality of life, and bragging rights, visit www.EverythingPointsHere.com .
Position Summary	Engages students in decision making processes and promotes appropriate and responsible choices on academic matters such as course selection and degree requirements. Maintains appropriate confidentiality, updates student advising records, and contributes to the development and delivery of academic advising related events and programs. Works to ensure students receive accurate, timely, and holistic advising services in support of promoting student success, retention, and program completion. Strives to create a welcoming, equitable, and inclusive work environment. <u>Shift</u> : 8:00am-4:00pm, Monday-Friday.
Required Qualifications	<ul style="list-style-type: none"> • Bachelor’s degree • A demonstrated ability to build relationships with students and colleagues. • Commitment to creating an inclusive environment in which the value of each person is recognized, supported, and respected. • Excellent accuracy, attention to detail, organizational, and self-management skills while working in a fast-paced environment. • High-quality written and verbal communication skills.
Preferred Qualifications	<ul style="list-style-type: none"> • Master’s degree • At least one year of relevant experience. This may include work in K-12 education, higher education and other human service-related fields. • Knowledge of student development theory.



How To Apply	Please be sure to complete all required fields and include all required documents before submitting your application. To return to a draft application, click on the “My Activities” link at the top of the screen after logging in. Once you click on Submit Application, you will not be able to edit or attach any application materials. After submitting the application, you will receive an Application Confirmation email from the application system. Refer to the “ How To Apply ” document for more information.
Anticipated Appointment Date	March 13, 2023
Terms of Employment	This is an Academic Staff annual appointment, exempt from the Fair Labor Standards Act. Salary is commensurate with qualifications and experience.
Deadline	To ensure consideration, completed online applications must be received by end of day, 11:59 pm, on February 1, 2023. However, screening may continue until the needs of the recruitment are met.
Required Materials	<p>Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:</p> <ul style="list-style-type: none"> - Cover letter addressing qualifications and experience - Resume - Contact information for three professional references <p>(Official Transcripts may be required of finalist)</p> <p>Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.</p>
Position Contact	<p>For additional information regarding the position, please call or email: Zanna Hittner, Chair, Search and Screen Committee Email: zhittner@uwsp.edu Phone: 715-346-3226</p>
Human Resources Contact	<p>If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email: Human Resources Email: human.resources@uwsp.edu Phone: 715-346-2606</p>
Special Notes	<p>The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point values diversity and inclusion as supported by our mission, “Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world.”</p> <p>Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or hr@uwsp.edu.</p> <p>The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at https://www3.uwsp.edu/protsv/Pages/Clery.aspx</p> <p>The University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).</p>



University of Wisconsin
Stevens Point

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Human.Resources@uwsp.edu

An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.

*PTO offering prorated based on start date and hours worked.



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