



Internal/External	External
Position Title	Academic and Career Advising Associate Director
TTC Title and Code	Academic Advising Associate Director (B) (AE108)
FTE	100%
Position Information	Principal Work Location: UW-Stevens Point Main Campus <u>Supervisor:</u> Director of Academic Success <u>Pay Schedule-range:</u> \$63,000, minimum, based on qualifications and experience
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 College
Department Description	Academic and Career Advising (ACAC) provides comprehensive major exploration and career development services for students and alumni to inspire long-term success. Staff assist students in developing educational and career plans to discover who they are, where they are going, and how to locate and navigate relevant experiences leading to a fulfilling career path.
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	This position serves as an institutional leader on advising and related service delivery. Contributes to ACAC program management, planning, and personnel management and strives to create a welcoming, equitable, and inclusive work environment.
Required Qualifications	<ul style="list-style-type: none"> • Master’s degree; • Minimum of five years of professional experience in academic advising, career services, or a related area in post-secondary education; • Supervisory experience; • Proven experience collaborating with multiple stakeholders on academic advising and/or career services, student success programs, or retention initiatives • Demonstrated understanding of student development and/or career development theory as they relate to effective support of students • Effective communication and interpersonal skills;



Preferred Qualifications	<ul style="list-style-type: none"> Demonstrated commitment to inclusivity, diversity, and equity
How To Apply	<p>This position and instructions on how to apply are located on our website. 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.</p>
Anticipated Appointment Date	October 2023
Terms of Employment	<p>This is an Academic Staff annual appointment, exempt from the Fair Labor Standards Act. Salary is commensurate with qualifications and experience.</p> <p>The successful applicant will be responsible for ensuring eligibility for employment in the United States on or before the effective date of the appointment. University sponsorship is not available for this position.</p>
Deadline	<p>TO ENSURE CONSIDERATION: Applications received by 10/3/2023 are ensured full consideration. Applications received after that date may be given consideration at the discretion of the search committee. Application materials will be evaluated and the most qualified applicants will be invited to participate in the next step of the selection process. Incomplete and/or late application materials may not receive consideration.</p>
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>
Position Contact	<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> <p>For additional information regarding the position, please call or email: Shanny Luft, Chair of Search and Screen Committee Email: sluft@uwsp.edu Phone: 715-346-4023</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’s mission is, “Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual</p>



University of Wisconsin
Stevens Point

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Human.Resources@uwsp.edu

growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world.”

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.

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>

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).

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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