



Position Description

General Information	
UW System Title:	Advising Associate Director
UW System Code:	AE108
Business Title:	Associate Director, ACAC
Supervisor's Business Title:	Director, Academic Success
Hours/Shift/Work Schedule:	Typically M-F 8:00-4:30 with some occasional nights and weekend work
Check as needed:	<input type="checkbox"/> Weekends <input type="checkbox"/> Holidays <input type="checkbox"/> Evenings <input type="checkbox"/> On call <input type="checkbox"/> Varied hours
Principal Work Location:	Main Campus
Department:	Academic and Career Advising
Supervisory Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Employee Category:	<input type="checkbox"/> University Staff <input checked="" type="checkbox"/> Faculty/Academic Staff/Limited
FLSA Status:	<input type="checkbox"/> Non-exempt (hourly) <input checked="" type="checkbox"/> Exempt (salaried)
Date Created/Updated:	2/6/2023
Position of Trust:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<small>(Defined as: Having property access, financial/fiduciary duties, and all executive positions)</small>	
Position of Trust with Access to Vulnerable Populations:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<small>(Defined as: Responsibilities require unsupervised or significant access to vulnerable populations, defined as minors and medical patients. For purposes of this policy, a minor is a person under the age of eighteen (18) who is not enrolled or accepted for enrollment at a UW System institution. Examples of settings with vulnerable populations include child care centers, summer camps for minors, precollege or enrichment programs, and health care facilities. For additional information, view the University of Wisconsin System Criminal Background Check Policy.</small>	

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.

Position Summary
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.

Primary Responsibilities (as a guideline, use Job Responsibilities from Job Overview section of the Job Library and support using specifics of the position)	% of Time
<p>A. Leadership</p> <ul style="list-style-type: none"> • Oversee day-to-day operations of ACAC, including service desk management; provide general oversight of programs, services and initiatives to meet the academic and career advising needs of all UWSP students; • Lead planning and assignment of program duties and responsibilities (i.e. matrix planning); • Assist with the creation of tools to assess the effectiveness of the services provided to students, staff, faculty and employers by the ACAC; • Facilitate ACAC participation in the planning and advising involvement in various student service and retention initiatives (e.g. orientation, LEAD, etc.); • Assist in the planning of weekly meetings, joint meetings and retreats; • Meet regularly with the Director, Academic Success to ensure effective services to students and strong working relationships with campus and community stakeholders (e.g. Academic Departments, faculty, program specialists, administration, SGA and PPAB, branch campuses, employers) 	50%
<p>B. Personnel</p> <ul style="list-style-type: none"> • Guide hiring and training new staff; • Conduct annual performance reviews for Academic and University staff; • Monitor promotion/retention timelines for staff to ensure appropriate steps and paperwork are completed in a timely fashion; • Facilitate and coordinate opportunities for staff professional development. 	40%
<p>C. Budget and Records</p> <ul style="list-style-type: none"> • Work with the Director, Academic Success to plan, approve, and monitor center expenditures for supplies/expenses, professional development and travel; • Oversee the processing, handling, and storage of electronic data and records, including their appropriate retention and disposal. 	10%

Qualifications – Knowledge, Skills, and Abilities:
<p>Required Knowledge, Skills, and Abilities</p> <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; • Demonstrated commitment to inclusivity, diversity, and equity

Other – Knowledge, Skills, and Abilities:
<p><input type="checkbox"/> Job Requires Driving a State Vehicle</p> <p><input type="checkbox"/> Pre-employment Physical Assessment Required</p> <p><input type="checkbox"/> Pre-Employment Financial Check Required</p> <p><input type="checkbox"/> Independent travel is a core function of the job</p>

Physical Effort/Demands:					
	Never (0%)	Seldom (1-10%)	Occasionally (11-33%)	Frequently (34-66%)	Continuously (67-100%)
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (arms above your head to reach high and/or difficult areas)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 0-10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 11-20 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 21-30 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 31-50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment Operated:					
<ul style="list-style-type: none"> • Various computer systems and/or software, calculator, fax machine, office copier, telephone, and other electronic office devices. 					
Working Environment:					
The noise level in the work environment is usually quiet.					

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name

Date

Employee Signature

Date

Supervisor Name

Date

Supervisor Signature

Date