

# Academic Advisor

## Posting Details

---

### Posting Details

<b>Position Number:</b>	125644
<b>Title:</b>	Academic Advisor
<b>Functional Title:</b>	Academic Advisor
<b>Category Status:</b>	33-Exempt Regular
<b>Applicant Search Category:</b>	Staff
<b>University Authorized FTE:</b>	1
<b>Unit:</b>	INFO-College of Information Studies

**Campus/College Information:** Founded in 1856, University of Maryland, College Park is the state's flagship institution. Our 1,250-acre College Park campus is just minutes away from Washington, D.C., and the nexus of the nation's legislative, executive, and judicial centers of power. This unique proximity to business and technology leaders, federal departments and agencies, and a myriad of research entities, embassies, think tanks, cultural centers, and non-profit organizations is simply unparalleled. Synergistic opportunities for our faculty and students abound and are virtually limitless in the nation's capital and surrounding areas. The University is committed to attracting and retaining outstanding and diverse faculty and staff that will enhance our stature of preeminence in our three missions of teaching, scholarship, and full engagement in our community, the state of Maryland, and in the world.

**Background Checks** Offers of employment are contingent on completion of a background check. Information reported by the background check will not automatically disqualify you from employment.

**Position Summary/Purpose of Position:** The Undergraduate Advisor will report to the Advising Manager and ensure the timely and high quality academic advising support to incoming and current undergraduate students. Academic advising will include providing information about the creation and review of 4-year plans, degree requirements, course selection, university policies and procedures, degree progress, and graduation clearances to a student body representing a variety of backgrounds and abilities. Advising may take place in one-on-one or group settings and in both face-to-face and online formats. The Undergraduate Advisor will also assist in the coordination and execution of events related to academics and student life for undergraduate students within the College of Information Studies.

**Benefits Summary** **Top Benefits and Perks:**  
[Exempt Benefits Summary](#)

**Minimum Qualifications:** **Education:**

- Bachelor's degree from a regionally accredited institution in Information Science, Education or a related degree, and 2 -3 year of experience in academic advising.

**Knowledge, Skills, and Abilities:**

- Knowledge and understanding of student development and advising.
- Proficiency in oral, written, and interpersonal communication, as well as computer literacy in MS Office and other computer applications.
- Excellent customer service skills.
- Must have the ability to function in a team-oriented environment.

**Preferences:** **Preferences:**

- Master's degree in higher education, education, information science, or a related field.
- Experience with University of Maryland, College Park undergraduate programs, systems, and services.
- 3 years of experience in academic advising

**Additional Certifications:**

**Additional Information:** ADA Accommodation: If you need an accommodation in the application process, please notify iSchool HR at [ischoolhr@umd.edu](mailto:ischoolhr@umd.edu).

Salary Range: \$57,717 – \$59,574

**Job Risks** Not Applicable to This Position

**Physical Demands** Sedentary work, employee is not subject to any adverse conditions

**Posting Date:** 02/20/2024

**Closing Date:**

**Open Until Filled** No

**Best Consideration Date** 03/06/2024

**Diversity Statement:** The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.

## Applicant Documents

---

### Required Documents

1. Resume
2. Cover Letter
3. List of References (no emails sent from system)

### Optional Documents

1. Curriculum Vitae

## Posting Specific Questions

---

Required fields are indicated with an asterisk (\*).

1. \* How did you hear about this position?

- LinkedIn
- UMD Job Site
- Personal Referral
- Washington Post
- Baltimore Sun
- Local Publication
- Chronicle of Higher Education
- Inside Higher Education
- INDEED
- HERC
- Hispanic Outlook
- Diverse Jobs
- HigherEdJobs
- Professional Journal
- Listserv
- Other
- SimplyHired
- CareerBliss
- Job Fairs
- Monster.Com
- Craigslist
- UMD Job Fair

- CareerBuilder