



College of Engineering
UNIVERSITY OF WISCONSIN-MADISON

Academic Advisor
Madison, WI

Position Summary:

The College of Engineering (CoE) undergraduate academic affairs unit is a dynamic team committed to providing outstanding, equitable and inclusive student services to the college's 4,500 undergraduate students. Embracing a holistic approach, the unit includes academic advising, tutoring, career services, student leadership, scholarships and student wellness.

We seek a dynamic and committed professional to join the CoE Academic Advising Office as an academic advisor. CoE academic advisors engage students in decision making processes and promote appropriate and responsible choices on academic matters such as course selection and degree requirements. They maintain appropriate confidentiality, update student advising records, and contribute to the development and delivery of academic advising related events and programs. Further, academic advisors work to ensure students receive accurate, timely, and holistic advising services in support of promoting student success, retention, and program completion. Central to their position, an academic advisor strives to create a welcoming, equitable, and inclusive work environment.

Principal duties:

Works to support inclusion, diversity, and equity in advising practices and procedures; supports and enhances the climate for the students and colleagues. 10%

Receives, processes, and responds to academic inquiries according to established policies and procedures. 15%

Proactively engages students. 15%

- Utilizes high touch advising model to develop supportive and compassionate professional relationships with assigned advisees.

- Assists students with their transition to UW-Madison, in exploring their interests and goals, and in investigating multiple paths including majors/careers in and outside of engineering.

Serves as a main point of contact for students and provides information about educational options and academic requirements; assists with identifying and assessing interests, skills, and values to match appropriate field of study/career options, and refers students to appropriate institutional resources. 15%

- Serves as an academic and program advisor for students in CoE. Maintain records of interactions with students.

- Advises students regarding campus, college, and departmental academic requirements.

- Manages and monitor student academic progress and degree completion. Advise students regarding course or program degree requirements and academic options.

- Assists in the selection of classes to meet degree requirements and recommend electives based on students' interest and course content. Assure students are actively pursuing their intended academic programs.

Maintains expertise with advised curriculum and may assist in developing and recommending exceptions for policy and curriculum. 15%

Collaborates with departments on curricular management; serves as an informational advisor for curriculum committees. Supports CoE undergraduate outreach, recruitment, and scholarship recruitment efforts. 10%

- Oversees class schedule development and enrollment management in consultation with the department.

Implements academic advising events such as workshops, panel discussions, and guest speakers. 10%

Maintains confidentiality and accurate student records and processes and responds to academic inquiries according to established institutional and Family Educational Rights and Privacy Act (FERPA) policies. 5%

Participates in the campus-wide advising community providing input to leadership regarding the development of advising, recruitment, and co/curricular programs offered by the school/college. 5%

- Along with the CoE academic affairs offices, works closely with the Office of Inclusion, Equity, and Diversity in Engineering.

To review the full position vacancy and/or apply, click this link.