

# UNIVERSITY OF NORTHERN IOWA

## POSITION ANNOUNCEMENT

**POSITION TITLE:** Academic Support Specialist

**DEPARTMENT:** Student Support Services

**APPOINTMENT TYPE:** 11 Month, Term, Pay Grade III

**PRIMARY FUNCTION:** Provides academic advising, financial aid counseling, assistance with course selection and registration, educational planning, career and personal counseling, and other academic support services to aid in the students' retention; assists in planning and facilitating workshops and seminars; and provides assistance to students individually and in groups in developing learning and study strategies.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Advises, counsels and assists Student Support Services students in academic, educational and career areas, financial aid papers and personal counseling, refers to other services as appropriate; assist in teaching section of Strategies for Academic Success course; and conducts workshops.
2. Prepares reports, maintains up-to-date records, prepares semester evaluations on each advisee; and makes recommendations to the Admission and Retention Committee concerning retention of Student Support Services students.
3. Provides advising on an individual basis; advises on course selection, schedules and registration; approves student schedules; assists students with scheduling problems (i.e., closed classes); reviews schedules of advisees after schedules are out to ensure classes are appropriate for student's academic ability and interest; and participates in orientation program for new and transfer students.
4. Assesses student's needs and makes appropriate referral to faculty, Academic Advising Services, Academic Learning Center, Counseling Center, Career Services, tutorial services, major departments, and community resources; assists in resolving academic and administrative conflicts and conflicts between students and faculty/administration departments when appropriate and warranted; serves on University committees; and performs other duties as directed by the Project Administrators.
5. Conducts end of semester evaluations of Student Support Services students through review of students' semester grades and communication with faculty regarding academic progress and attendance; confers with students regarding the results of Midterm Academic Progress Report evaluations and makes recommendations for effective improvement including tutorial assistance, regular class attendance, student strategies sessions, time management, etc.; informs staff of recommendations made to student; and compiles information for semester and annual reports.

**NECESSARY QUALIFICATIONS:** Bachelor's degree in Education, Communication, Counseling, Social Work, Psychology or related field plus at least two years of experience in counseling/advising students at the college or university level required. Experience working with TRIO programs or minority and/or low-income college students; ability to communicate effectively; and ability to teach study skills also required. Master's degree preferred. Student experience will be considered. Position is an academic year plus eight-week summer session work schedule. Criminal and other relevant background checks required.

**APPLICATION PROCESS:** Application materials received by June 29, 2009 will be given first consideration. Additional information provided upon request (319) 273-3424. Send cover letter, resume, and names, addresses, and telephone numbers of three references to: Academic Support Specialist Search Chair, Human Resources, 027 Gilchrist, UNI, Cedar Falls, Iowa 50614-0034. Fax (319) 273-2927. Email: HRS-Applications@uni.edu URL: [www.uni.edu](http://www.uni.edu) UNI is a smoke free campus.

THE UNIVERSITY OF NORTHERN IOWA IS AN EQUAL OPPORTUNITY EMPLOYER WITH A COMPREHENSIVE PLAN FOR AFFIRMATIVE ACTION.