



Internal/External	External
Position Title	Academic and Career Advisor
UW System Title and Code*	Advisor (R12)
FTE	100%
Position Information	Principal Work Location: UW-Stevens Point Main Campus, Albertson Hall Supervisor: Lisa Michalec, Director, Academic and Career Advising Center
Department	Academic and Career Advising Center, University College
Department Description	University College's mission is to foster student success both in and out of the classroom through academic support structures that allow students to explore, learn, grow, and develop a timely progression toward graduation. The University College's goal is to provide coordinated, intentional, and inclusive experiences, services, and opportunities in which students are both challenged and supported. Units in the University College are the Academic and Career Advising Center, the Center for Inclusive Teaching and Learning, the Disability and Assistive Technology Center, General Education coordination, the Office of International Education, the Tutoring-Learning Center, and the University Library.
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 www.joinuwsp.org for more information about UW-Stevens Point and www.everythingpointshere.com/ for more information about the Stevens Point community.
Position Summary	Academic and Career Advisors work as professional advisors for the Academic and Career Advising Center (ACAC) in University College. Each of these advisors works as a member of the campus-wide collaborative team to design and implement quality advising, assess the campus-wide advising program, and recommend best practices in both academic and career advising for all University students, including students on the branch campuses and online students.
Required Qualifications	<ul style="list-style-type: none"> •Master's degree or bachelor's degree with three years of higher education experience •Demonstrated effective written and verbal communication skills •Experience working with diverse populations, including nontraditional students •Experience with student information systems, course management systems, and social networking systems
Preferred Qualifications	<ul style="list-style-type: none"> •Professional experience in advising, career services, admissions, and/or student services in a college or university setting •Experience advising undergraduate students using academic advising and career counseling theory •Demonstrated presentation and public speaking abilities •Experience with retention programming •Experience working with data collection, analysis, and reporting



How To Apply	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.
Anticipated Appointment Date	May 4, 2020
Terms of Employment	This is a 12-month, Academic Staff annual appointment, exempt from the Fair Labor Standards Act. Salary is commensurate with qualifications and experience.
Deadline	To ensure consideration, completed online applications must be received by end of day, 11:59 pm, on March 17, 2020. However, screening may continue until the needs of the recruitment are met.
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 - Official Transcripts required of finalist
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: Libby Hintz - Chair, Search and Screen Committee Email: lhintz@uwsp.edu Phone: 715-346-3226</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: Email: human.resources@uwsp.edu</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 values diversity and inclusion as supported by our mission, “Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world.”</p> <p>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.</p> <p>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 http://www.uwsp.edu/dos/Pages/Annual-Security-Report.aspx</p> <p>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).</p> <p>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.</p> <p>*The University of Wisconsin System is engaged in a Title and Total Compensation (TTC) project to redesign job titles and compensation structures. As a result of the TTC project, official job titles on current job postings may change in Spring 2020. Job duties and responsibilities will remain the same. For more information please visit: www.uwsp.edu/ohrwd/title-and-total-compensation-study/ .”</p>



University of Wisconsin
Stevens Point

2100 Main Street - Stevens Point, WI 54481
 +1-715-346-2606 (p) +1-715-346-3698 (f)
Human.Resources@uwsp.edu