Position Title: Honors Academic Advisor
Employee: Full-Time
Department: Isabella T. Jenkins Honors Program
Reports To: Honors Director and Student Success Project Director

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

The Honors Academic Advisor will be responsible for providing academic support and guidance to the Isabella T. Jenkins Honors undergraduate students while helping them achieve academic success. The advisor will work closely with the honor students’, the Honors Program Director, Honors Program staff and the Project Director of the Student Success project to ensure that honor students are meeting their academic requirements and progressing towards graduation. This is a Title III funded position.

Examples of Duties and Responsibilities:

Duties and responsibilities may include, but are not limited to:

• Monitor student academic performance at the beginning of the term, the midterm period, and the end of the semester.
• Coordinate and manage Knowledge Mentors to support study groups, academic mentoring, and journal clubs.
• Develop academic plans and monitor academic eligibility and progress towards graduation.
• Help students identify faculty research mentors for faculty mentored research projects and independent research activities.
• Assist students with identifying and applying for honor societies, fellowships, and awards.
• Help students identify and track the utilization of academic support services.
• Prepare and offer workshops about strategies and tips for student success.
• Work with CASS and academic units to identify and create opportunities for student success activities (help identify peer to peer tutors).
• Plan and coordinate academic achievement recognition events.
• Prepare and submit updates and reports to the program director about progress, activities, and assessments.
• Hosting small group conversations with students to share information about student success strategies, academic support resources, or graduate school opportunities.
• Identifying students interested in participating in research conference presentations and supporting their collaboration with faculty research mentors to complete a project as well as helping to plan participation in a conference.
• Maintaining accurate and updated records on each member’s academic progress through their major to identify opportunities for academic services support and nominations for awards/fellowships.
• Serve as liaison to the Student Success Title III project to ensure alignment and efficient use of university resources.

Knowledge, Skills and Abilities

• Understand academic degree plans.
• Ability to build and sustain positive relationships with undergraduate students.
- Understand the research process.
- Excellent communication, organization, and time management skills.
- Ability to work effectively with a diverse population of students, faculty, and staff.
- Excellent oral and written communication skills.
- Proficient with Microsoft Office.
- Ability to lift up to 30 lbs.
- Ability to work some evenings (for workshops, speaker events, receptions).
- Proficiency with Zoom

Minimum Hiring Standards:

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<tr>
<th>Education</th>
<th>Bachelor’s Degree, Master’s Degree Preferred</th>
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<tr>
<td>Years of Experience Required</td>
<td>Minimum 2 years of experience working with student academic services</td>
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<tr>
<td>Years of Management/Supervisor Experience</td>
<td>N/A</td>
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