



POSITION ANNOUNCEMENT

Job Title: Academic Advisor and Retention Specialist
Department: School of Business and Undergraduate Retention
Reports To: Dean and Executive Director of Undergraduate Retention
Salary Range: \$40,560 to \$53,248 per year
Shift/Hours: 40 hours per week
Date Prepared: April 12, 2018

SUMMARY

This position is responsible for advising and retention in the assigned college/school and is an essential part of the proactive student success and retention efforts associated with the university.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Advises students and assists with developing an academic plan, registering for courses, clarifying goals, and interpreting university policies and procedures.
2. Monitors progress on key performance indicators (KPI) related to retention, including, but not limited to: satisfactory academic progress (SAP) in the major and degree program, registration, financial aid/FAFSA completion, billing, and housing for all students in college. Also communicates information to the executive director, deans and faculty.
3. Provides appropriate retention interventions for students in academic jeopardy.
4. Works with provisionally admitted students, students identified in the Early Alert program and under academic warning and/or a probationary status to facilitate student success.
5. Provides updates and training for the college's faculty advisors related to advising tools and procedures, academic programs, student services, and academic policies.
6. Communicates with students regarding early enrollment for courses and follows up with students not enrolled.
7. Serves as the expert related to the Core Curriculum, MTA, and MACRAO for the college/school.
8. Conducts exit interviews with students leaving or transferring and works with the Registrar and college/school to close student files.
9. Participates in advising and registration at new student orientations throughout the year.
10. Assists in creating and updating transfer guides/articulation agreements.
11. Oversees the college open house, advising nights and annual events for prospective and current students.
12. Remains knowledgeable and update-to-date on opportunities and services available to students.
13. Participates with university committees as assigned and attends and contributes to college faculty meetings.
14. Other duties as assigned.

QUALIFICATIONS

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must have a valid driver's license and a commercially insurable driving record.

EDUCATION AND EXPERIENCE

Bachelor's degree required, Master's degree in Higher Education, Business or related field preferred; and/or equivalent combination of education and experience. At least two (2) years' experience working in higher education with students, parents, faculty, staff, and other college administrators. Working knowledge of Microsoft Office required. May be required to work outside of normal working hours.

TO APPLY

Please complete the application at <http://www.madonna.edu/resources/human-resources>. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.