
WESTERN MICHIGAN UNIVERSITY

Job Description

Job Title: University Curriculum Advisor **Position Number:** 0099
Pay Type: Salaried/Exempt **Department Name:** University Curriculum
Grade: 15

General Summary

Provides advising to student in the University Curriculum. Manages the Alpha Program and other programs in UNV.

Major Duties

- Provides comprehensive advising to student in the University Curriculum. This includes academic, personal, and problem solving types of counseling, advising students of University resources available to help them.
- Provides academic advising to assist in course selection, scheduling classes and processing drops and adds.
- Assists the Director of University Curriculum with supervisory and reporting duties. Assumes these duties in the Directors Absence.
- Maintains, develops and evaluates the Alpha Program as well as other University Curriculum programs.
- Participates in Freshman Orientation sessions in the summer. This includes doing presentations about UNV CUR and the Alpha Program for parents and students, academic advising to students at Orientation, registering students for Fall classes.
- Develops and/or revises publications to provide information about, or to market, the UNV programs. This includes brochures, letters, newsletters, and Orientation workbook.
- May evaluate student-athlete and NCAA compliance issues with other athletic department personnel.

Minimum Qualifications

- Bachelor's degree in a relevant field.
- One year of applicable experience.
- Strong interpersonal skills.

Desired Qualifications

- Master's degree.
- Knowledge of the University's academic programs and requirements and its policies and procedures.

This description indicates the general nature and level of work performed by employees in the above job. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.