

101 Vera King Farris Drive | Galloway NJ 08205-9441
stockton.edu

Title:

Academic Advisor (Unclassified)

Requisition Code:

S2200604

Location:

Galloway - Main Campus

Job Category:

AFT Professionals

Department:

Academic Advising (210015)

Salary:

Salary commensurate with experience and is accompanied by an extremely competitive University benefits package.

Posted Date:

12/15/2022

Close Date:

N/A

Overview:

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at www.Stockton.edu.

Faculty and Staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

Successful candidates will be required to show proof of their COVID-19 vaccine status prior to their start date. Religious or Medical waivers may be requested at the time of employment offer.

This is an in-person on campus, non-remote position. For the 2022-2023 academic year, the University has implemented a pilot program allowing employees to work either a compressed 4-day work week

with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

Reporting to the Director for the Center for Academic Advising, the Academic Advisor oversees the degree completion of all undergraduate students who are freshmen, sophomores, juniors, seniors and/or transfers as assigned by caseload in the Center for Academic Advising. The Academic Advisor designs and implements on campus advising programs to facilitate the advising and registration of students and manages all efforts related to student advising for their assigned preceptees.

The Academic Advisor provides overall leadership and direction for their assigned caseload; pre- and outside-the-major advising programs and registration practices; and demonstrates specialized knowledge for their assigned cohort and general knowledge of broader fields, combining to create a holistic approach to student advising, persistence and success. Additionally, the Academic Advisor will assist with freshmen and transfer student orientation and registration.

This position requires a flexible schedule, including occasional evening and weekend shifts

Responsibilities:

- Facilitate the overall advising/registration/course selection process for the university, including prospective Stockton students, SAP, students on academic probation, and students needing assistance on a walk-in or appointment basis
- Maintain an assigned caseload of currently enrolled preceptees
- Answer student emails and phone calls for any student at the university
- Assist preceptees in interpreting Degree Works audits and making adjustments to Degree Works as indicated by preceptors for individual students
- Develop and implement academic advising related programs and student success and retention initiatives
- Understand, interpret, and enforce college policies and procedures
- Engage in professional development activities, including representing the college at conferences, meetings, and seminars as appropriate
- Support the Admissions Office with Open Houses, Instant Decision Days, and other recruitment initiatives
- Support New Student and Transfer Student Orientations
- Support the maintenance of the academic advising website
- Other duties as assigned

Required Qualifications:

- Bachelor's degree from an accredited college
- Minimum of one year of full-time academic advising experience with college students
- Experience with academic advising related programs and student success/retention initiatives
- Knowledge of Banner, Degree Works, or comparable student and information management systems in an educational setting
- Strong computer skills, including use of Microsoft Office Suite with proficiency in Excel

Preferred Qualifications:

- Master's degree in related field
- Strong understanding and experience with integrating NACADA Academic Advising Pillars
- Demonstrated student-centered philosophy
- Use of the student information system Ellucian is preferred
- Excellent organizational, written and oral communication skills
- Knowledge of research based best-practices for student success

- Strong interpersonal skills and the ability to multitask and rapidly change priorities according to deadlines
- Ability to work collaboratively in a diverse, multi-ethnic and multicultural environment of students, faculty and staff
- Knowledge of federal and state policies and procedures related to student records, including a thorough understanding of FERPA and the ability to maintain confidentiality
- Demonstrated ability to collect, compile, analyze and evaluate data and ability to make verbal or written presentations based on this data

Required Documents:

Letter of Interest, Resume, Unofficial Transcripts

How To Apply:

Screening of applications begins immediately and will continue until the position is filled.

Only electronic documents will be accepted. Please complete the on-line application in addition to providing the following required documents. All required documents must be submitted in order for your application to move forward. You may upload documents using Microsoft Word or PDF

1. A letter of interest describing specific skills and experiences
2. A current resume
3. Unofficial transcripts
4. A list of three professional references (included in the application): Name, Organization, Email address and Telephone

SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.

Click [here](#) to apply.

Please note:

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit http://www.stockton.edu/affirmative_action for information on Stockton’s Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.
- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton’s Annual Security and Fire Safety Report (ASF SR) at <https://www.stockton.edu/police/crime-statistics.html>. The

ASF SR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.