**Status:**       Exempt

**Position:**      Academic Advisor

**Reports to:**    Associate Dean, Academic Support Services

**About Moore:**  Moore College of Art & Design is a historically all-women's undergraduate college that has evolved to admit nonbinary and trans undergraduates, as well as co-educational continuing education and graduate students. Founded during the original industrial revolution to advance women in new fields, under principles of inclusivity and opportunity, our mission is more relevant than ever, as technology, sustainability, and diverse cultures drive and influence new and existing industries.  We strive to create a community of employees and faculty that mirrors our student body and offers a range of academic perspectives in their fields.  We welcome candidates who value diversity and support the inclusive culture we seek to nurture at Moore. The world needs Moore. For more information, visit moore.edu and follow us on social media @moorecollegeart.

**Benefits:** Moore College of Art & Design offers a time off package consisting of 41 days paid throughout the year for holidays, winter break, vacation and personal days. In addition, we provide 2 weeks of sick time and offer a great benefit package including health, dental, and a 403b plan with an immediate match and 100% vesting.

**Purpose:**  Under the direction of the office of Academic Affairs and in Academic Support Services, provide general academic advising to all BFA and Post Baccalaureate students at Moore College of Art & Design. Provide additional academic advising to continuing students not making satisfactory progress. Provide assistance to students in setting academic goals and strategies, transferring in academic credits, and advising International students. Provide feedback to the administration on academic needs of students. Maintain full-time (9:00 – 5:00 or equivalent) office hours Monday through Friday.

**Requirements:**
- A Bachelor's degree required in field of education or equivalent.
- Minimum three years of academic advising experience or equivalent with direct responsibility for managerial report design/preparation/analysis for academic student related issues.
- Excellent written and verbal communication skills including the ability to communicate effectively with diverse constituencies.
- Strong interpersonal skills.
- Computer skills, including Excel, Power Campus.
- A team-based work ethic.

**Responsibilities**:
1. Assist the Registrar in maintaining academic plans for BFA majors and minors, Post Baccs, and graduate programs.
2. Maintain curriculum guides for all BFA majors/minors, Post Baccs, and graduate programs, and inform Admission and Communication Offices of curriculum changes including updates and/or reviews of text for the website and printed materials.
3. Advise BFA and Post Baccalaureate students in regard to their academic and program standing including: course selection, majors/minors, GPA requirements, graduate requirements, academic plans, transfer credit concerns, policies and procedures, drop/add, leave of absence, withdrawals, study abroad, external study and dismissals.
4. Serve as the staff liaison to Arcadia for the International Studies courses including but not limited to coordinating Arcadia on-campus promotional visits; provide Chairs and/or faculty with promotional and ongoing materials; track & report on student registration activity; complete the advisory approval forms and coordinate sending of official transcripts to Arcadia ; support students in completing the

registration process including facilitating the completion of other forms such as the faculty approval forms and financial aid/scholarship forms; provide information and/or international travel materials for Moore's website and maintain appropriate communications with students (and/or families) who have registered up until the time of departure.

5. Serve as an international travel liaison to Moore faculty and students on Moore sponsored travel classes including working with the faculty and the Associate Dean to prepare; copy of the passport and any other required materials from students and faculty; provide information and/or international travel materials for Moore's website and maintain appropriate communications with students (and/or families) who have registered up until the time of departure.
6. Promote and help advise students regarding general study abroad programs.
7. Conduct student workshops including topics such as graduate school planning and an overview of course registration policies and procedures during Summer Pre-Orientation.
8. Serve as the Principal Designated School Official (PDSO) for SEVIS for the College. Oversee Moore's other DSO officials.
9. Maintain all forms and documentation related to F-1 Visa international students maintaining legal status including Curricular Practical Training (CPT), Optional Practical Training (OPT), and travel outside of the United States.
10. Update the International Student Handbook with the Dean of Students and Admissions.
11. Research and write proposals regarding academic polices such as transfer rules, incompletes, grade changes and other ongoing student handbook changes annually.
12. Advise, mediate, strategize with student requests for variances to academic policies and procedures and/or in working out impediments to performance through direct consultation or by directing student to the appropriate service area
13. Conduct and oversee liberal arts credit and studio/liberal arts elective evaluations for all potential transfer students.
14. Schedule all incoming deposited transfer students as well as all returning students who took a leave of absence or were dismissed by the College.
15. Continue to monitor and maintain transfer credit coding system and inform Admissions to update all transfer evaluation templates to reflect curricular changes.
16. Consult and assist Admissions regarding new and existing articulation agreements with community colleges.
17. Instruct and provide support to faculty and students regarding the navigation of the college's online student database system.
18. Consult with Department Chairs in regard to student performance and graduation and curricular requirements. Assist Chairs and Graduate Program Director in developing unique individual plans for students when necessary.
19. Evaluate/analyze with the Registrar the course offerings in relationship to established curriculum sequencing, pre-requisites and graduation requirements. Follow up with recommendations to the Academic Dean and/or Academic Council.
20. Collaborate with Assistant Registrar and IT in developing PowerCAMPUS reports, online registration and system upgrades.
21. Provide ongoing support to Department Chairs and Graduate Program Directors in conjunction with the Registrar to review course schedules and support multiple section schemes for flexibility.
22. Serve and participate in committees such as Academic Council, Academic Standards, and other College committees as requested.
23. Maintain records in regard to the use of all advising resources.
24. Other duties and projects as assigned by the Academic Dean and/or Associate Dean.

**Physical Demands/Working Conditions:**
No physical demands.  Office settings.

**To apply:**  send cover letter **with salary requirements** and resume to: Moore College of Art and Design; Attn: Director of Human Resources; email: hr@moore.edu.

The College adheres to the principle of equal educational and employment opportunity without discrimination on the basis of race, color, religion, age, national or ethnic origin, sexual orientation, gender identity or expression, handicap or disability, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law in the administration of its educational policies, scholarship and loan programs, and other College-administered programs and employment practices.  Retaliation is also prohibited.  *To read our full compliance statement please visit:* http://moore.edu/about-moore/non-discrimination-504-titleix