The School of Chemical Sciences (SCS) seeks a full-time (12-month) academic professional as an Academic Advisor. This position reports to the Director of Academic Advising and Career Services and will mentor and advise undergraduate students in the Departments of Chemistry (CHEM) and Chemical and Biomolecular Engineering (ChBE) regarding course choices, progress toward graduation, and other issues regarding the undergraduate experience.

**Major Duties and Responsibilities**

Maintain academic files of all undergraduate student in CHEM and ChBE curricula; document all pertinent student information and update computerized information system.
Assist faculty advisors in academic counseling.
Monitor student records for progress and for graduation clearance.
Compile registration summaries and annual reports.
Conduct advance enrollment each semester in person, via telephone, and via virtual online advising.
Coordinate advising during each registration period as well as summer new student advising individually or in groups.
Interpret Departmental, School, College, and University information, procedures, policies, and academic requirements and advise students on those.
Identify options for students to satisfy degree requirements, evaluate and make recommendation on petitions to students’ program of study or refer as appropriate.
Develop strong personal contacts with individuals in the Departments, School, College, and University, giving substantial attention to these connections.
Assist in recruitment of potential students by advising them on general academic requirements and courses.
Represent SCS at Orange & Blue Days, Admitted Student Days, and other similar student events.

**Qualifications**

*Required Education:* Bachelor's degree in Education, Counseling, the Sciences, Student Personnel, or related field. Master’s degree preferred.

*Required Experience:* Minimum of 1 year experience in academic advising or a related college student advising/counseling field required. Two to five years’ experience preferred.

*Required Qualities:* Must be clearly student-focused, team-oriented, and have skills in advising and customer service/public relations; well-developed oral and written communication skills; sensitive to issues of ethnicity, disability, and diversity; and proficient with Microsoft Office required. Knowledge of SCS curriculum preferred.
Salary and Start Date: Commensurate with qualifications and experience. Starting date is as soon as possible after closing date.

Application Procedures: For full consideration, please create your candidate profile at https://jobs.illinois.edu and upload your cover letter, resume, and contact information for three references by the closing date of September 5, 2014. Applicants may be interviewed before the closing date; however, no hiring decision will be made until after that date.

For further information/questions: Contact the SCS HR Office at scs_hr_office@scs.illinois.edu or 217-300-1637.

Illinois is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, or status as a qualified individual with a disability. Illinois welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity (www.inclusiveillinois.illinois.edu).