Ball State University

Professional Position Description

Position #: 013221

Department: Academic Advising

Dept Code: 44020

Position Title: Associate Director of Academic Advising

Reports To: Associate Dean of University College

Contract Type: Professional--Cont Contract (11)

Revision Dates: 7/2005; 3/2011; 11/2011

Exempt1: Administrative

Exempt2:

Direct Reports: Six Advising Center Coordinators (professional personnel).

Position Function:

Administer academic advising centers located throughout campus; supervise the professional personnel in each advising center; create new training and support opportunities for faculty advisors affiliated with each academic department; serve as the Dean's liaison to appropriate curricular committees.

Duties/Responsibilities:

1. Coordinate and direct all functions of six academic advising centers; hire and train all professional personnel in these centers; manage the budget needs for each center; design and implement evaluations of programs, services, and staff.
2. Create systematic training and support programs for departmental faculty advisors; evaluate needs of faculty advisors and recommend action plans for meeting those needs.
3. Work collaboratively with academic deans and department chairpersons to ensure smooth and functional advising services on campus.
4. Serve as the Associate Provost and Dean of University College's liaison to appropriate committees.
5. Work collaboratively as part of the academic advising administrative team (director, associate director, assistant director) in assessing advising services, creating advising programs, monitoring student success, and evaluating effectiveness of advising staff.
6. Perform other related duties as assigned.

Minimum Qualifications:

Education: Earned master's degree.

Experience: Experience with academic advising programs in higher education; experience in program development and management; supervisory experience.

Other: Evidence of superior communications and interpersonal skills.

Additional Preferred Qualifications:

Education:

Experience: Administrative experience in higher education; experience working collaboratively with diverse university offices and personnel; experience with program assessment.

Other: