

# THE CATHOLIC UNIVERSITY OF AMERICA

**Undergraduate Advisor (full-time, 35 hours/week)**

**Undergraduate Studies (Provost)**

**Position: 101905**

**Position Summary:** The Undergraduate Advisor advises undergraduate students, monitors academic performance, and provides transitional support to the first-year students and new transfer students.

**Essential Responsibilities Include:** Will advise undergraduate students about course selection, especially courses and co-curricular opportunities outside of their major. Guide undergraduate students toward a thoughtful choice of a major. Coordinate academic interventions. Monitor student academic engagement and success. Consult and build strategic relationships with academic support services, Office of the Dean of Students, and the department and Schools. Assist in the creation of advising resources (web pages, workshops, print materials, etc.)

**Minimum Qualifications:** Master's Degree with at least one (1) year advising, teaching or other relevant experience required.

**Preferred Qualifications:** MS Office applications (Word, Excel, PowerPoint and Outlook). Must be able to become proficient in use of PeopleSoft and other advising software applications within three months of hiring. Strong liberal arts education background. Excellent interpersonal skills. Excellent written and verbal communication skills. Must have the ability to interact tactfully and skillfully with all levels of CUA employees. Must have the ability to handle difficult or sensitive situations with tact and diplomacy. Must be able to exercise knowledge and judgment. Must be able to maintain confidentiality.

**How to apply:** forward application, resume, and cover letter with salary requirements as an attachment to **(salary expectations are considered part of application process):** [CUARecruitment@cua.edu](mailto:CUARecruitment@cua.edu). Reference position 101905 in subject line of email. Please do not include photos on resumes and save documents with first/last names. **All applicants must be supportive of the mission and vision of The Catholic University of America.** Position is open until filled.

## **The Catholic University of America**

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