



Academic & Career Advisor (full-time, 35 hours/week)
Division of Student Affairs & Academic Affairs
Position 102042

Position Summary: This position will provide high quality direct academic advising and career development within the newly created Center for Academic and Career Success, a collaboration between Academic Affairs and Student Affairs formed through the merging of the Office of Undergraduate Advising and Office of Career Services. The chosen candidate will be responsible for articulation of a vision, planning and program implementation regarding fundamental academic and career developmental programming and service delivery as well as contribute to overall office management as part of an active team member.

Programs and services are to reflect institutional mission, vision, and strategic direction; support student recruitment, retention and successful graduation; be responsive to the university student population; be accomplished with attention to high standards, quality, collaboration and fiscal soundness with the opportunity to assist in the cultivation of employer and alumni relationships.

Essential Responsibilities Include: Provide academic advising and career counseling to undergraduate students as well as career counseling for graduate and alumni populations within the assigned departmental cohort. Maintain a strong knowledge base of academic advising and career counseling principles and methodology. Monitor and promote student academic and career engagement and success. Support students development of problem solving, decision making, and critical thinking skills. Execute academic and career interventions as part of a working group. Advise undergraduate students about course selection and co-curricular opportunities inside and outside of their major. Maintain high-level knowledge of current best practices/techniques concerning academic advising and career development related issues including but not limited to: academic and career goal planning, developmental advising/counseling, major choice, resume/cover letter writing, networking, interviewing, internship/job/graduate school search, and participating in extracurricular activities/events/programs. Support the delivery and ongoing use of skills, personality, and career related assessments. Present to prospective students during orientation programs, classes, workshops etc. Maintain high-level presentation skills for both in-person and virtual engagements. Develop and execute purposeful and engaging programs/workshops for targeted audiences of diverse sizes and populations.

Consult and build strategic relationships within the divisions of Academic Affairs and Student Affairs, including but not limited to academic support services, the Dean of Students, and assigned departments and schools. Build programming in conjunction with faculty and student organizations. Establish protocol for regular class presentations and/or programming/ events/ workshops on career and academic related issues. Assist in developing marketing materials on academic and career related topics that are relevant to assigned majors and programming initiatives. Assist with collaborative marketing efforts. Assist in the creation and maintaining of advising resources (web pages, social media, workshops, print materials, etc.). The ability to learn to utilize a variety of technologies in order to provide required services as well as track student progress including the ability to properly use the information found in the Office of Institutional Research, EAB advising system, and the Handshake job and internship posting system.

Minimum Qualifications: Master's Degree with a minimum of two (2) years of higher education experience (graduate work, internship experience is accepted) working in an academic or career advising office. Experience must include: offering academic and/or career counseling and development, group academic- or career-related presentations and programming. Experience with personality and skills assessment instruments preferred.

Preferred Qualifications:

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. Reference position 102042 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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