Student Services Manager I: Exploratory Advisor

University Advising Center
University of South Carolina – Columbia

Position Description
The University Advising Center’s Exploratory Advisor provides prescriptive academic advising to students in transition, particularly those changing or declaring their major, to facilitate intentional academic decision-making. Exploratory Advisors have a working knowledge of all college curricula and must communicate regularly with campus partners. In addition, this position must maintain an average advising schedule of 30 hours per week, participate in on-going training, conduct various outreach efforts, and regularly assess the effectiveness of programs.

Duties
- Provide Major-Change Advising to undergraduate students. Learn curriculum and program requirements for all majors/minors/focus options at USC including academic regulations, university policies/procedures.
- Support undecided students and students transitioning into their major of choice. Assist students with learning major and course requirement and developing academic plans.
- Use DegreeWorks, EAB, and Self-Service Carolina to facilitate the major change process. Incorporate Appreciative Advising techniques in student interactions.
- Maintain accurate and confidential records of every student interaction including in-person, phone, and online visits. Regularly communicate with students. Develop reports and assist in the assessment of the University Advising Center.
- Assist with the planning and facilitation of training and professional development activities. Develop expertise in areas related to one-on-one academic support of college students.
- Provide outreach and partnership management for the University Advising Center and the academic advising campus community. Manage existing and new academic and campus partnerships.
- Facilitate academic success presentations and workshops to various campus partners. Serve as UAC representative on campus committees and outreach events. Evening and weekend work is required during peak advising times.

Minimum Qualifications
Master’s degree and 1 year related experience, or Bachelor’s degree and 3 years related experience.

Preferred Qualifications
Master’s degree and 1 years advising experience