Position Description
The University Advising Center’s Major-Change Advisor provides developmental academic advising to students in transition, particularly those changing or declaring their major, to facilitate intentional academic decision-making. Major-Change Advisors have a working knowledge of all college curriculums 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, host 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.
• Maintain accurate and confidential records of every student interaction including in-person, phone, and online visits.
• Assist students with learning major and course requirement and developing academic and plans.
• Stay abreast of current issues and trends related to college students' academic success and retention through active professional development.
• Manage existing and new academic and campus partnerships.
• Facilitate academic success presentations and workshops to various campus partners.
• Support undecided students and students transitioning into their major of choice.
• Provide outreach and partnership management for the University Advising Center and the academic advising campus community.
• Develop reports and assist in the assessment of the University Advising Center.

Minimum Qualifications
Master’s degree in Student Personnel Services or related field and 1 year related experience, or bachelor's degree and 3 years related experience.

Preferred Qualifications
Master’s degree in Student Personnel Services of related field and 1 year advising experience