Student Services Program Coordinator II – Training Coordinator for Academic Advisors

University Advising Center
University of South Carolina – Columbia

Position Description
Training Coordinator will develop and provide training for Academic Advisors, campus partners, staff, and students on the University of South Carolina-Columbia campus.

Duties

- Develop and implement Academic Advisor training and certification program including online modules and resources, in-person training sessions, and training materials.
- Coordinate and facilitate in-person training sessions including scheduling, participant communication and registration, material preparation, and content delivery.
- Develop and implement resources to support and educate undergraduate students on academic advisement at the University of South Carolina (USC).
- Provide outreach and partnership management for the University Advising Center (UAC).
- Educate the campus community about UAC services including training programs, academic advising support and academic coaching support.
- Assess and evaluate the effectiveness of Academic Advisor training and student education programs.

Qualifications
Master’s degree in Student Personnel Services or Human Resources or related field and 2 years related experience, or bachelor’s degree and 4 years related experience.

Application Process
Visit http://hr.sc.edu/employ.html and click on "Apply." Click "Search Postings" and search by department: General Instruction.

Additional Information
This position is part of the University Advising Center professional staff and will be supervised by the Assistant Director of Training & Outreach.

Contact Information
University Advising Center, University of South Carolina
advising@sc.edu