

Job Title: Graduate Hourly Advisor
Working Title: Graduate Hourly Advisor
Classification: Graduate Hourly
Position Number: U75172
Unit/Program: Advising and Mentoring
Reports To: Jazmine Thompson

POSITION SUMMARY:

The Graduate Hourly Advisor position is designed to promote academic student success. Through systematic monitoring of academic performance, intensive mentoring and coaching and referral to campus resources, Graduate Hourly Advisors provide holistic retention services to a select caseload of students.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The successful candidate will be expected to exercise good judgment, and maturity in the execution of responsibilities.

1. (80%) Academic functions:

- Assisting students in understanding and negotiating the academic rules and regulations that govern academic eligibility, progress, and successful degree completion.
- Mentoring and coaching students by providing timely and accurate information about policies and procedures relevant to academic progress, academic status, general degree requirements, how to set and achieve realistic academic and personal goals and gauge adjustment to academic and social engagement on campus.
- Assisting students with meeting deadlines for completing various college or campus requirements and/or following up on program, college of instructional faculty questions and/or concerns.
- Providing crisis intervention and support through assisting students with identifying and addressing barriers to academic success.
- Assisting students with reviewing their academic progress to develop plans on improving their academic performance.
- Monitoring and replying to student responses to varying outreach efforts.
- Routinely reviewing related student office and college related information specific to each student on your caseload via various office and institutional systems.
- Making proper referrals to other campus resources.
- Serving as a liaison between the student and the program staff and where appropriate advocating for the students with internal and external audiences.

2. (20%) Administrative functions:

- Preparing and submitting weekly service delivery reports to appropriate sources.
- Maintaining accurate student service records centered on academic progress and plans, goals, concerns, referrals etc.
- Attending all relevant staff meetings (e.g., Advising & Mentoring Staff Meeting and individual supervisory meetings, etc.)
- Participating in appropriate training and in-service development seminars.
- Assisting with meeting the operational needs by performing other appropriate related duties.

REQUIRED EDUCATION AND EXPERIENCE

- Must be an enrolled graduate student at the University of Illinois at Urbana-Champaign.
- Must be in good academic standing.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Commitment to working with students from culturally diverse backgrounds.
- Knowledge of challenges, issues, or barriers facing undergraduate students, especially special student populations such as historically underrepresented and transfer students.
- Knowledge of intervention services (e.g., developmental activities and programs) designed to achieve student success.
- Have experience with mentoring and coaching students that are from at least one of the following areas: TRiO programs, non-traditional students, first generation, low sending counties, and low socioeconomic backgrounds.
- Microsoft Office Suite (e.g., Word, Excel, PowerPoint, Publishing).
- Have strong organizational, communication and interpersonal skills.
- Have strong ability to work on a self-directed basis, as well as collaboratively.
- Ability to adapt to planned and unplanned change, fast-paced, and data-driven environment.

PREFERRED KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of UIUC curriculums and policies.
- Ability to navigate the Internet and various Learning Management Systems (e.g., Moodle, Canvas.)

Please use this link to apply for the position: [Advising & Mentoring Graduate Hourly Advisor](#)

Thank You for Your Interest in Joining Our Team!

