

Academic Adviser Positions Available – Oakland University

Oakland University in Rochester, Michigan is seeking qualified applicants for the position of Academic Adviser for the College of Arts & Sciences (3 positions), The School of Business Administration (2 positions), The School of Engineering and Computer Science (1 position), and The School of Health Sciences (1 position).

Provide academic counseling to current and prospective students who are pursuing or plan to pursue a degree program in the appropriate School or College listed above. Assist in the design, development and implementation of student retention and advising activities, including the use of technical solutions. Maintain student records and monitor student academic progress. Coordinate, prepare and maintain transfer credit evaluations. Participate in admissions and orientation programs and group information sessions.

Minimum Qualifications:

- Master's degree or equivalent combination of education and experience.
- Minimum of one year experience in academic counseling or advising.
- Demonstrated skill in working with students to achieve educational goals, retention and student success.
- Ability to work collaboratively with academic colleagues in development of academic advising protocol and programs to retain students and move them through their major course to study.
- Strong technical and database skills with a willingness to engage in training and implementation of new advising technology.
- Excellent oral and written communication skills.
- Excellent organizational and analytical skills.
- Ability to work occasional evening and weekend hours for special events.

Desired Qualifications:

- Knowledge of university academic policies and curricula.
- Experience in the use and interpretation of predictive analytical tools such as Student Success Collaborative-Campus and DegreeWorks.
- Experience with an integrated student record system.
- Ability to use technological platforms to enhance advising and retention.

Unless otherwise required by an applicable collective bargaining agreement, all minimum, additional and desired qualifications are preferred, but qualifications, degrees, and/or experience deemed comparable and/or equivalent by Oakland University in its sole and exclusive discretion may be considered.

This is a full-time administrative professional position. Salary commensurate with education and experience. There are 7 total positions available. **First consideration will be given to those who apply by the posted application date.**

Apply for all positions online to: <https://jobs.oakland.edu>

For more information on Oakland University's salary structure and fringe benefits, please go to our website at www.oakland.edu faculty & staff benefits and compensation. Oakland University, as an equal opportunity institution, is committed to compliance with all federal and state laws prohibiting discrimination. Oakland University prohibits discrimination on the basis of race, sex, color, religion, national origin or ancestry, age, height, weight, familial status, marital status, disability, creed, sexual orientation, veteran status and other prohibited factors in employment, admissions, educational programs and activities. Inquiries or complaints may be addressed to Oakland University, Director of Inclusion/Intercultural Initiatives. Department of Inclusion/Intercultural Initiatives, 203 Wilson Hall, Rochester, Michigan 48309-4401.