



## H. Wayne **Huizenga** School of Business and Entrepreneurship

**997681 - Academic Advisor I**

**Position Number 997681**

**Center H. Wayne Huizenga School of Business & Entrepreneurship**

**Location Main Campus, Ft. Lauderdale, FL 33314**

**Job Open Date 04-16-2007**

**Job Close Date 04-30-2007**

**Job Category Exempt**

**Hiring Range: 27,800 - 31,275**

**Pay Basis Annually**

**Job Grade/level: 84**

**Type of Shift Non-Faculty Full time**

**Benefits Eligible Reg FT w/Benefits**

**Primary Purpose:**

**Provide academic advising for graduate and/or undergraduate students in the H. Wayne Huizenga School of Business and Entrepreneurship located at the Main Campus.**

**Essential Job Functions:**

- 1. Provide quality academic advisement and student services to new and continuing undergraduate and graduate students.**
- 2. Advise students on academic issues and program progress.**
- 3. Assist students in identifying and overcoming academic difficulties through thoughtful education planning. Assess individual student needs and make appropriate internal and external referrals. Assist student in establishing realistic and attainable academic goals.**
- 4. Maintain accurate student records for advisees, track advisees academic progress on a regular basis. Evaluate transfer credit, review records for academic progress and degree conferral.**
- 5. Respond to student inquiries, verbally or written, in a timely manner.**
- 6. Refer students to other campus services and resources as needed.**
- 7. Serve as liaison and provide support via advisement with students and consultation and collaboration with faculty, staff, and academic program directors.**

**8. Provide assistance and support for new student orientations, open houses and various other programs as needed.**

**9. Serve as proactive retention agent for H. Wayne Huizenga School of Business and Entrepreneurship and Nova Southeastern University.**

**10. Maintain posted hours and keeps scheduled appointments and is available for walk-in students.**

**Marginal Job Functions:**

- 1. Participate in committees as assigned.**
- 2. Visit cluster sites as necessary.**
- 3. Other duties as assigned by the department director.**
- 4. Work occasional evenings and weekends, as required.**

**Knowledge, Skills and Abilities:**

- 1. Good interviewing and advising skills.**
- 2. Good public relations skills.**
- 3. Ability to interact effectively with current and prospective students, faculty, and community members of all cultural backgrounds, age ranges, and experience levels.**
- 4. Detail oriented.**
- 5. Ability to organize multiple projects at one time.**
- 6. Strong written and oral communication skills.**

**Required Education Bachelor's Degree**

**Required Experience: 1. Experience in higher education, customer service, and public relations.**

**Preferred Qualifications: 1. At least one year of advising/counseling experience in a post-secondary institution.**

**Please apply on-line at [www.nsujobs.com](http://www.nsujobs.com) to position # 997681. AA/EOE**