

Academic Advisor for Initial Certification Programs

Department of Teacher Education

Full Time

Non- Exempt

The **Department of Teacher Education (TED)** is seeking a **full time, Academic Advisor for Initial Certification Programs** providing academic advisement for students in our Adult and Graduate Programs (AGE) for initial teacher certification - the Pathway to Teaching Program and the Graduate Program for Initial Certification. This position guides students as they plan their academic programs and register for courses each semester, ensuring all students are taking all required coursework. This position provides ongoing support to advisees throughout their programs.

This position reviews transcripts of prospective students for both the Pathway to Teaching Program and the Graduate Program for Initial Certification to determine what coursework has been completed and what is still needed in adherence to NYSED requirements for teacher certification.

Job Responsibilities:

Conduct transcript reviews for any prospective student of the Pathway to Teaching Program and Graduate Program for Initial Certification; share initial academic plan with prospective students. Evaluate application essays for writing quality and substance. Stay current on updates from NYSED regarding coursework requirements for teacher certification. Collaborate with the Certification Coordinator when changes to NYSED regulations are made. Work closely with Program Directors to address program or student issues. Provide ongoing advisement for all AGE initial certification students regarding their academic plans; meet with students regularly; provide guidance around course registration to ensure all requirements are met; and follow up with students regarding registration. Maintain accurate records of all AGE students' academic plans and prerequisite coursework; communicate changes to students at least once per semester; update records regularly and promptly. Track all advisees' academic progress; provide intervention as needed. Communicate regularly with Program Directors regarding student achievement. Communicate with the Office of Registration and Office of Financial Aid as needed for student advisement. Attend information meetings and AGE Open House events. Attend program orientations to connect with new students. Attend program steering committees and provide input as needed. Be available to advisees for in-person or virtual meetings, as requested. Perform other duties as assigned. Participate in the Alpha Sigma Lambda committee

The approved salary for this position is \$18.50-\$19.50/hourly.

Qualifications: The successful candidate will have a Bachelor's degree; a Master's degree is preferred. It is strongly preferred that the successful candidate is familiar with the teacher certification process in New York State and/or experience teaching in K-12 settings. It is preferred that the successful candidate also has 2-3 years' experience in higher education. An equivalent combination of education and experience may be considered. In addition, prior knowledge of academic procedures and demonstrated ability of coaching to achieve student success is strongly preferred. The following competencies are required: Strong interpersonal skills including empathic listening, patience and counseling skills; computer skills (Windows, Microsoft Office, and Google Suite Products are required; experience with academic systems preferred); multitasking and organization skills with ability to manage a large caseload; creative problem-solving and critical thinking skills; proactive customer service skills. A successful candidate will be able to demonstrate cultural competence and must value the principles of diversity and equity.

Office of Human Resources
Roberts Wesleyan University
2301 Westside Drive
Rochester, NY 14624-1997
Telephone: 585.594.6260
Fax: 585.594.6976

RWU and NES comply with all applicable non-discrimination laws and are committed to the enhancement of human dignity and workplace diversity.