**Position Title:** Academic Advisor & Writing Center Director

**Status:** 37.5 hours/week, Exempt (Hybrid: Remote and On Campus)

**Summary of Responsibilities:**

The Iliff Advising Center empowers students to make informed decisions about their educational process. The advising center consists of staff employees with experience and knowledge about Iliff’s curriculum, various offerings of learning opportunities for diverse audiences and faculty. Academic advisors are available to: demystify the registration process; create a short-term and long-term educational plan; understand the needs and changing life situations of students; and help students maintain a healthy relationship to their degree programs by discussing, discerning, and referring them to appropriate resources. Advisors are ready to counsel on matters of mutual concern throughout students' academic careers. Advisors also work with non-degree students and other various kinds of learners who are interested in taking courses, programs and other learning opportunities offered at Iliff. Major times of consultation include the registration periods, changes in degree programs, changes in life circumstances, and the graduation process. Students must obtain approval from academic advisors before each term in order to be able to register online.

As the Director of the Writing Center, this person will also have primary responsibility for the vision and implementation of writing center policies and procedures to support all students, particularly ESOL students and sometimes instructors.

This position reports to the Academic Dean.

**Primary Responsibilities:**

- Advises and counsels students for each quarter’s course selections.
- Works with both degree program students and other new learners attracted to various learning opportunities Iliff offers and guides them.
- Conducts initial orientation appointments with new students upon matriculation.
- Guides non-degree-seeking learners to appropriate Iliff programs, courses, and other learning events.
- Analyzes and maintains student records in preparation for regularly scheduled appointments and open office hours.
- Participates in office staff development, workshops, programs, and administrative functions; attends meetings.
- Receives and gives referrals to and from faculty and other Iliff offices for students’ and various new learners’ major considerations, academic issues, or personal concerns.
- Understands and supports the general educational philosophy of Iliff and the goals of the learner-centered services and missions.
- Learns and understands Iliff policies and procedures, academic requirements and curriculum, campus resources, student services, and support services.
- Is familiar with theological education, or professional ministry and ministerial formation in broader contexts beyond traditional congregational ministry settings.
- Works with the academic dean, dean’s office staff and other student service personnel to occasionally offer programs and events to help students and new learners be better informed of and connected to Iliff.
- Identifies diverse needs of degree students and other learners to make appropriate referrals and suggestions.
- Encourages students for academic success and empowers both degree students and other learners to make their own decisions to pursue meaningful learning experiences.
- Acts as an advocate for both the student, new learners, and the institution.
- Has strong interpersonal communication skills.
- Serves as a role model demonstrating good judgment and ethical behavior.
- Sets a positive tone for interaction and maintains confidentiality.
- Learns and effectively uses Jenzabar database system, and other E-learning and student management systems used by Iliff.
- Understands available resources and ability to link students and diverse learners with appropriate Iliff personnel.
- Has strong administrative skills.
- Cast, cultivate and implement a vision for the writing center that supports the curricular demands of the school and integrates well with other academic affairs areas.
- Work with students and instructors who approach the writing center for assistance.
- Supervise student workers in writing center functions when appropriate.
- Facilitate workshops related to writing and other relevant topics.
- Perform other related duties as emerged and assigned.

**Required Qualifications**

**Skills/Knowledge/Experience**

- Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from students, staff, faculty, employees in the institution, and the community.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.
- Must have the ability to prioritize, organize, and delegate assignments.
- Experiences working effectively in a higher education research setting and managing student writing support.
- Good verbal communication, listening, customer service and problem-solving skills.
- Volume and variety of work requires attention to detail, creative thinking, and strong interpersonal skills.
- Iliff has a mandatory COVID19 proof of vaccination or medical/exemption requirement for all employees.

**Education:**

Ph.D. or Th.D. from an accredited graduate school; or a relevant master’s degree with more than 5 years related experience and/or training; or equivalent combination of education and experience.

**Work Schedule:**

Business hours are Monday–Friday generally between the hours of 8:00 am - 4:30 pm. Some early arrival, nights or weekend work may all be necessary for Gathering Days, Dean’s Office annual events, and other special circumstances.

**Physical Demands:**

- Must be able to remain in a stationary position for extended periods of time (Approximately 65% of the position is spent in a stationary position.)
- Must be able to input information into and retrieve information from a computer, communicate, and exchange information for extended periods of time.
- Ability to move up to 10lbs.

**Work Environment:**

- Moderate noise level, well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation.
- Light physical activity performing non-strenuous daily activities of an administrative nature.

**Position Annual Salary Range:** $37,000 - $42,000

**Benefits:**

Currently includes medical, dental, life and disability insurance, vacation, sick and holiday pay, tuition waiver program, and a tax-deferred annuity plan.

*The Iliff School of Theology is an equal opportunity employer and as such prohibits unlawful discrimination on the basis of age 40 and over, race, sex, color, religion, national origin, mental or physical disability, genetic information, ancestry, sexual orientation, gender expression, creed, pregnancy, marital status, veteran status, or other legally protected statuses. Every person is treated equally according to their qualifications, abilities, and experience in conducting all personnel actions and procedures including,*
but not limited to, recruitment, hiring, placement, training, discipline, transfer, promotion, benefits, layoff, leaves of absence, compensation, and all other terms and conditions of employment. For more information, visit us at www.iliff.edu.

Please submit a cover letter and resume to humanresources@iliff.edu. The position will remain open until filled.