

**Hours:** 30 or 40 hours/week (.75 or 1.0 FTE)

**Accountability/Relationships:** Reports to the Director of Advising. Also works closely with the staff of the Global Campus and with Academics, Financial Aid, Student Life, and Admissions.

**Purpose:** Promotes enrollment, well-being, retention, program completion, and satisfaction

**Position Summary:** Advises a set of incoming and current students from the Portland and Global Campuses concerning the academic requirements of their programs and the scheduling options available to them in order that they make progress towards program completion in a satisfying manner, suitable to their circumstances. Responsibilities include building relationships with students, facilitating their progress, approving course registrations, developing academic plans, and providing feedback and ideas for improvement to the Director of Advising.

**Essential Functions:**

- Builds caring relationships with advisees in order to serve their interests and needs.
- Follows best practices for advising established at Western.
- Proactively contacts assigned advisees to build custom academic plans in Stellar and to facilitate their progress according to plan.
- Communicates the requirements of our degree programs, our class schedules, and the benefits of various class formats.
- Works with other staff to achieve operational efficiencies, including the filling of scheduled classes.
- Keeps up to date on financial aid options and requirements as a service to students.
- Updates student records in Western's data files with advising comments as needed.
- Assists in the work of New Student Orientation and other events for the Global Campus as assigned.
- Promotes Western's distinct characteristics and philosophy.

**Qualifications:**

- Deep desire to serve students who are church and parachurch pastors and lay leaders.
- Ability to work well as a team player.
- Self-motivated, well organized, attentive to details.
- Bachelor's degree required, Master's degree strongly preferred, especially experience as a student at Western.
- Strong personal connection with Western.
- Superior communication skills (written and oral).
- High level of proficiency with Windows, Microsoft Office 2016 Outlook, Word and Excel.
- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues