

Academic Advisor- Portland

Hours: 20 hours/week (.50 FTE)

Accountability: Director of Academic Advising.

Position Summary: An Academic Advisor is responsible for guiding a caseload of incoming and current students through academic planning tailored to students' personal and program needs and navigating the demands of their experience at Western Seminary. Advisors are an integral element of comprehensive student care in cooperation with other student-facing departments. This position is normally based in Portland. There are opportunities for remote work in certain states.

Essential Duties/Functions:

- **Implements advising best practices.** An Academic Advisor follows established practices and procedures as outlined by the Director of Academic Advising and the Academic Advising manual.
- **Serves an assigned caseload of students.** An Academic Advisor serves a caseload of students as assigned by the Director of Academic Advising.
- **Operates cross-functionally to provide their caseload of students with comprehensive care.** An Academic Advisor works in conjunction with other departments in providing comprehensive care to their caseload, including participating in student-facing events.
- **Provides proactive student course planning.** An Academic Advisor provides consistent and efficient student plans to their caseload.
- **Works collaboratively with the Academic Advising team.** An Academic Advisor attends regular team meetings and supports their teammates in providing comprehensive care to the student body.
- **Other duties as assigned.**

Qualifications:

- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues.
- Alignment with the Seminary's Mission, Vision, and Core Values
- Superior communication skills (written and oral).
- Strong organizational abilities to ensure prompt replies to student requests and timely completion of tasks.
- Proficiency with Microsoft Office suite.
- Bachelor's degree required. Experience as a graduate student is preferred but not required.
- Commitment to discern and maintain confidentiality.
- Ability to give careful attention to detail.