

**Position:** Academic Advisor

**Responsibilities:** The Department of Animal Sciences is seeking an academic advising and career services professional. Responsibilities will include providing academic advising support for current and prospective undergraduate students as well as serving as a resource for the Undergraduate Programs Coordinator, Advising Coordinator, faculty and staff. This position will be responsible for counseling students, facilitating student development, maintaining academic records, keeping current with student registration systems (departmental, college and university requirements and regulations), as well as provide assistance with Summer Transition, Advising, and Registration (STAR) program. Responsibilities for Career Services will include serving as an integral part of the Animal Sciences Career Services Office working with the Coordinator of Career Services by contributing to its daily operations, assisting in creation, coordination and delivery of career advising services by counseling students with career exploration and planning, helping guide students through job search options and applications to graduate or professional schools, and providing assistance with job seeking skills. Serve as instructor for ANSC18100 (Orientation to Animal Sciences) which would include coordinating faculty and industry networking sessions, tours of research labs, helping students develop linkages with faculty researchers and extension specialists to expand their understanding of, and interest in, those Land-grant missions and potential career opportunities.

**Qualifications:** A Master's Degree in Animal Sciences or related field with one year experience in academic advising, student services or related position. Excellent verbal, written, interpersonal and organizational skills with the ability to effectively collaborate with faculty, staff, students and parents. Must be able to understand and communicate undergraduate curricula, as well as Purdue University procedures, policies and admissions processes within the Purdue Registrar, and understand relevant systems/databases. Requirements including the ability to work independently, be a self-starter, make decisions and provide solutions in the context of discussions with students, faculty, staff, and parents. Knowledge of academic advising and programs and majors at a Land-grant University is preferred.

**Application:** Please apply online at <http://purdue.taleo.net/careersection/wl/jobdetail.ftl?lang=en&job=1701616>, job posting number 1701616. For additional information, please contact Dr. Alan Mathew, Professor and Head, [agmathew@purdue.edu](mailto:agmathew@purdue.edu), 765-494-4806.

*Purdue University is an EOE/AA employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply.*