



Academic Advisor

Full Time / Salary / Exempt

WORK SCHEDULE

Monday through Thursday 9:00 am to 6:00 pm, Friday 9:00 am to 4:00 pm

WORK SITE

Onsite Bethany

REPORTS TO

Assistant Director of Student Services

DEPARTMENT

Professional and Graduate Studies

EFFECTIVE DATE

April 1, 2022

JOB SUMMARY

The Academic Advisor works directly with prospective and accepted students to provide guidance in program planning, class scheduling, and academic success. The advisor is the primary student support person to ensure the successful completion of students' academic goals. Must possess a positive outlook to effectively motivate people and ability to work in an enthusiastic team environment, have excellent communication skills (including face to face, telephone, videoconferencing), and able to work evening hours and flexible schedule required to accommodate the needs of adult learners.

RESPONSIBILITIES

Essential Functions:

- Provides academic advising for prospective and current Professional Studies students:
 - Develops a degree completion plan that includes the core courses required for the degree and a plan for meeting any additional hours needed to graduate.



- Schedules a pre-program advising session with each accepted student to review degree completion plan.
- Process Prior Learning Assessment (Training and/or Life Learning Papers) materials to faculty evaluators and maintains the Prior Learning tracking system on the Ellucian database. Follow up with evaluators when needed.
- Advise and direct professional studies learners on potential writing topics and petition sheets for professional technical training.
- Schedule reminders and support of all learners in regard to life learning credit, documentation, and finalization of credits needed for graduation.
- Provides services for Professional Studies students:
 - Serves as a contact for students and facilitates referrals to various individuals and departments.
 - Initiates regular contact with cohorts through class visits and virtual office hours in order to develop and maintain relationships and administer assessment tools.
- Guides students' academic progress from acceptance to graduation:
 - Monitors students' academic work and attendance to proactively provide assistance to help the student achieve academic goals.
 - Checks files of students who are nearing degree completion for deficiencies in earned hours and GPAs.
 - Prepares graduation audit for each student in cohort.
 - Meets with individual students to review their graduation check evaluation.
 - Assists students through the graduation process.
- Other responsibilities:
 - Informs leadership of arising concerns or issues.
 - Ability to use technology/computer systems and work within Recruit, Advise and Colleague learning management systems
 - Assists with graduation planning and activities and recruiting events as needed.
 - Additional duties as assigned by leadership

Required Qualifications:

- Southern Nazarene University is an expression of the Church of the Nazarene. According to SNU policy, all faculty and staff must possess a strong personal Christian commitment and be committed to the SNU mission to make Christlike disciples through higher education in a Christ centered community.
- An understanding of the importance for diversity, inclusion and equity.
- Bachelor's Degree
- Minimum of two years of related work experience and/or relevant training



- To perform job successfully, an individual should demonstrate the following competencies:
 - Problem solving - the individual identifies and resolves problems in a timely matter and gathers and analyzes information skillfully.
 - Interpersonal Skills - Remains open to the ideas of others and exhibits willingness to test new processes.
 - Verbal communication - the individual speaks clearly and persuasively in positive or negative situations. Capacity for group presentation skills and conducting meetings.
 - Written Communication - the individual edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information. Possesses intermediate to advanced knowledge level of Microsoft Office Software.
 - Quality control - the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.

Preferred Qualifications:

- Master's Degree
- Knowledge of CAEL standards and ability to strategically support Prior Learning
- Experience with Recruit, Colleague and Advise
- Experience with adult students

Supervision Received:

Receives supervision and work assignments from a designated supervisor, although other staff members in the unit may provide work direction.

Supervision Exercised:

None

Apply Online for this position at <https://snu.edu/employment/>

BENEFITS

Generous benefit structure including family health insurance plan (shared cost), long term disability, dental insurance, group life insurance, retirement matching, tuition remission, vacation, sick leave, personal days, and holidays.

Updated: August 17, 2020

**SOUTHERN NAZARENE UNIVERSITY
DIVERSITY STATEMENT**



Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects representation of diversity. We care about inclusion and equity through the refining of our character, the way we create culture and the way we serve Christ. Our University values reconciliation through God's love.

**SOUTHERN NAZARENE UNIVERSITY
NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Non-Discrimination/Equal Employment Opportunity Statement: Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:

Students contact:

Dean of Students
Southern Nazarene University
Office of Student Life
6612 NW 42nd St.
Webster Commons, Lower Level Suite 110A
Bethany, OK 73008
405-491-6336/ Email: kbradley@snu.edu

Employees contact:

Director of Human Resources (or immediate supervisor)
Southern Nazarene University
6729 NW Expressway
Bresee Hall, Room 306
Bethany, OK 73008
405-491-6333/ Email: gcollier@snu.edu

Chief Diversity Officer

Vice-President for Intercultural Learning and Engagement
Southern Nazarene University
6729 NW 39th Expressway
Bresee Suite 200
Bethany, OK 73008
405-491-6600/ Email: lcrouso@mail.snu.edu

Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:

Executive Vice President

Southern Nazarene University
6729 NW Expressway



Bresee Suite 202
Bethany, OK 73008
[405-491-6306](tel:405-491-6306)/ Email: mredwine@snu.edu

TITLE IX DISCLOSURE

Regardless of other language in this policy notwithstanding, Sexual Harassment (including Sexual Assault, Domestic Violence, Dating Violence, and Stalking), as defined in the Sexual Harassment Policy, will be governed exclusively by the Sexual Harassment Policy and processes provided in it. All other forms of sex-based discrimination are governed by this policy, including sex-based Harassment, as defined in this policy, that does not rise to the level of Sexual Harassment as defined in the Sexual Harassment Policy.

Conduct that is initially raised through a formal complaint under the Sexual Harassment Policy may also be addressed under this policy, in the institution's discretion, when: (i) the conduct, or some part of it, may amount to a violation of this policy regardless of whether it meets the definition of Sexual Harassment under the Sexual Harassment Policy; (ii) the formal complaint, or some part of it, has been dismissed under the Sexual Harassment Policy; or (iii) a final determination of a formal complaint has been made under the Sexual Harassment Policy and separate or additional action may be necessary to enforce this policy.

Discrimination is material, adverse treatment of an individual based on a protected category. Harassment consists of unwelcome conduct on the basis of a Protected Category that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. A person's subjective belief that behavior is intimidating, hostile, or offensive does not make that behavior harassment. The behavior must create a hostile environment from both a subjective and objective perspective and must be so severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives a member of the community of the ability to participate in or to receive benefits, services, or opportunities from the university's education or employment programs and/or activities. In determining whether a hostile environment exists, the university examines the context, nature, scope, frequency, duration, and location of incidents, as well as the relationships of the persons involved.

- Non-sex-based VAWA crimes.

Note that, when addressing domestic violence, dating violence, and stalking that are not sex-based (i.e., that are not covered by the university's revised Sexual Harassment policy), the university will need to provide VAWA protections to the parties.

Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed



retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, up to and including dismissal or termination of employment.

*Christian faith and employment at Southern Nazarene University: Southern Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964).