



The University of Nebraska at Omaha is seeking an Academic and Career Advisor

The Academic and Career advisor will be responsible for duties including Student Services, Program Coordination and Outreach and Alumni Relations. Those duties will include:

Student Services

- Recruit and retain students for academic graduate programs in the School of Public Administration (SPA)
- Facilitate the admissions process for both the Master of Science in Urban Studies (MSUS) and the Doctoral Program within the School of Public Administration
- Provide prompt and courteous academic advising to current, new, transfer, and online students in the Master of Science in Urban Studies and in the doctoral programs through various methods.
- Assist students with questions about degree requirements, program and university policies, procedures and offices. This includes, but is not limited to, monitoring student records to ensure compliance with program requirements, progress toward the degree, and graduation requirements. It also includes assisting students with a wide range of both short-term and long-term issues related to academic advising and the achievement of their educational and career goals.
- Lead all career advising and career exploration for all SPA students; which may include:
 - Resume review
 - Cover letter review

Program Coordination

- Support both the MSUS and PhD program chairs
- Coordinate student-specific professional development events

Outreach/Alumni Relations

- Develop and maintain the School alumni database for all programs
- Maintain relationships with all School graduates
- Provide outreach to organizations and potential employers
- Gather and analyze data relative to alumni
- Coordinate and organize all alumni events

Required Qualifications:

- Bachelor's Degree
- 2 years' experience working with College Students or Young Adults in an academic or career services counseling capacity
- Experience in Microsoft Suite
- Ability to learn MavLink
- Valid Driver's License

Salary Information: \$40,200-\$50,200

For more information please contact unohr@unomaha.edu

To apply, please visit: <http://unomaha.peopleadmin.com/postings/8517>

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