



Assistant Vice Chancellor for Academic Affairs

in Student Success and Advising

Summary

The Assistant Vice Chancellor for Academic Affairs for Student Success and Advising reports to the Vice Chancellor for Academic Affairs and is responsible for the coordination, approach and delivery of academic advising, including all programs and activities that support advising and retention, on the IU Kokomo campus. The Assistant Vice Chancellor provides supervision to all academic advisors and support staff in the advising centers and the campus testing center; and will assist the Vice Chancellor for Academic Affairs in coordinating and evaluating academic programs and activities, and will manage the budgets for advising, orientation and testing.

Specific responsibilities will include:

Advising Policy

- ▶ Facilitate the creation of a clear identity for academic advising on the IU Kokomo campus.
- ▶ Develop an outcomes-based (student learning and advising delivery) assessment plan for academic advising.
- ▶ Change the campus language regarding student progress to focus on student success.
- ▶ Articulate student learning outcomes for the academic advising program.
- ▶ Develop advising policies and procedures.
- ▶ Assure that advising serves as a key retention and graduation strategy.

Administration

- ▶ Provide overall leadership and management in the design and delivery of campus-wide advising services.
- ▶ Serve as a member of the Deans' Council
- ▶ Serve as a member of Academic and Administrative Councils.
- ▶ Chair the Academic Advising Council.
- ▶ Provide oversight of the program budgets.
- ▶ Consult with areas responsible for admission, registration, testing, academic standards, outreach/recruitment, curriculum/instruction, and business services.
- ▶ Assist the Vice Chancellor for Academic Affairs in coordinating, planning and evaluating programs and activities for the campus and provide data reports.
- ▶ Coordinate campus student success activities
- ▶ Work with deans and directors to achieve and maintain retention goals for their schools and divisions.
- ▶ Work with Admission Office to develop and implement a plan to matriculate newly admitted students.
- ▶ Provide oversight and supervision of the campus testing center.

Personnel

- ▶ Create an academic advising team that works collaboratively with all university departments and schools/divisions.
- ▶ Direct a training program and coordinate professional development opportunities for academic advisors.
- ▶ Provide appropriate recognition and reward structures for advisors.
- ▶ Lead the advisors towards a model for developmental advising.
- ▶ Create a professional development plan for academic advisors.
- ▶ Hire, supervise, and evaluate advising center and orientation personnel.

Communication

- ▶ Facilitate the creation of a clear identity for academic advising on the campus.
- ▶ Work with internal and external partners to integrate advising efforts across the college.
- ▶ Develop and maintain a collaborative working relationship with the deans, chairs, and directors of the schools, departments, and divisions on campus.
- ▶ Be the key individual who disseminates critical advising related information.
- ▶ Communicate policies and procedures for academic advising to faculty, staff, and students.
- ▶ Create an academic advising portal to support the needs of students, faculty and staff.
- ▶ Develop a process that includes students, faculty, staff, and alumni to garner input about academic advising.
- ▶ Assure that information about academic advising is easily found within the university bulletin, website, and printed materials.

Orientation

- ▶ Develop, organize, and implement the campus New Student Orientation Program.
- ▶ Assure coordination of all campus units in support of the Orientation Program.
- ▶ Provide oversight for the new student convocation.
- ▶ Supervise orientation personnel.

Other

- ▶ Advise students as needed.
- ▶ Perform other related duties incidental to the work described.

Qualifications

Master's degree in counseling or a related field

Minimum five years of experience as a supervisor, in management and/or counseling.

Minimum five years of experience in academic advising

Must be able to use SIS system and other software as appropriate.

Academic Advisor

Provide developmental advising to traditional, non- traditional and transfer students relative to their degree plan and assist students in reaching their goal of graduation. Advisors will be assigned to specific academic advising centers. Advisors will reports to the Assistant Vice Chancellor for Academic Affairs for Advising and Student Success, but will work closely with the deans/directors of the schools they are assigned.

Job Responsibilities

- Monitor students progress toward their degree
- Assist deans/directors with retention activities in their schools
- Engage in limited campus recruitment activities
- Oversee and maintain academic advising records of students
- Complete degree and graduation audits and submit to the deans and/or directors for approval
- Conduct exit interviews for graduating seniors
- Participate in cross training with other academic advisors
- Engage in activities and programs established by the advising centers and campus for retention of students
- Participate in the learning communities
- Assist deans with licensure issues
- Assist with new student orientation and convocation and the oversight of the orientation leaders
- Assist with other programs and activities associated with advising
- Assist in meeting the purpose, mission, and vision of the advising centers
- Assist students in obtaining the outcomes outlined in the Advising Assessment Plan relative to advising, learning communities and orientation
- Assist students with scheduling of classes each semester
- Assist with advising special student populations (disabled students, minority students, 21st Century students, and readmitted students, etc.)
- Refer students to campus and community resources as appropriate
- Assist students in establishing a relationship with their faculty mentor
- Serve on campus, departmental and system committees as appropriate
- Perform other duties as assigned

Requirements

- Bachelors Degree
- Prior student counseling experience (preferably in Higher Education)
- Strong computer skills including ability to use or learn the SIS System
- Excellent verbal and written communication skills
- Ability to work flexible hours
- Ability to work well in a team environment

Academic Advising Reorganization

Related Issues

- Disabled Student Services will become the responsibility of the Director of Career Services
- The Director/Assistant Director/Administrative Secretary for Continuing Studies will move to SM 106.
- Susan Wilson will be assigned to SPEA full time
- SIFE will need to be assigned another space
- The budget lines for advisor and clerical salaries (% to be determined) will be reassigned to the office of the Assistant Vice Chancellor for Academic Affairs for Advising and Student Success
- The small conference room in the A&S suite will be converted to an office
- One room in the KE 120 Suite will serve as storage for Orientation supplies
- Campus Climate activities need to be assigned

testing - budget lines