



ACADEMIC ADVISOR

Undergraduate Studies Office

Department of Mathematics
University of Illinois Urbana-Champaign

The Academic Advisor, located in our Undergraduate Studies Office, provides academic advising for students in the undergraduate mathematics program and advises new freshmen in mathematical majors daily during summer orientation.

MAJOR DUTIES AND RESPONSIBILITIES

- Provide academic advising for all undergraduate math majors; serve as primary adviser for approximately 125 students.
- Primary personnel for monitoring and answering messages to the Mathematics Advising email account.
- Advise students in mathematical majors during summer orientation.
- Field questions from students and parents about the math placement exam. Provide math placement advising to students in any major. Advise students dropping to a lower math course. Assist with other undergraduate office advising tasks as needed.
- Check freshman midterm grades and apply advising holds as needed.
- Participate in college recruiting and outreach activities on behalf of the department. Meet with families during Orange & Blue Days and Admitted Student Days; provide a presentation or a Q&A with families of prospective or admitted students. Organize and train a group of undergraduates to represent the department at special events.
- Other duties as assigned.



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QUALIFICATIONS

REQUIRED: Bachelor's degree in Mathematics or a related field. Two years' professional work experience in a student or education related area.

PREFERRED: Master's degree in Mathematics or a quantitative field, or professional experience in a quantitative job highly desired.

A successful individual in this position will also possess excellent interpersonal skills; strong oral and written communication skills; a proven track record of successful interactions with students; proficiency in Microsoft Office; demonstrated ability and commitment to working with culturally diverse groups; demonstrated ability to work collaboratively with colleagues; proficiency in Banner software and website software; and a working knowledge of undergraduate academic program policy and procedures.

The Academic Advisor position is a full-time, benefits-eligible, academic professional position appointed on a 12-month service basis. The expected start date is as soon as possible after the closing date. Salary is commensurate with experience and qualifications. Applicants may be interviewed before the closing date; however, no hiring decision will be made until after that date.

To apply for this position, please create a candidate profile at jobs.illinois.edu, then directly apply to our position being sure to upload your cover letter, resume and contact information for three professional references by **May 4, 2021**. Full consideration will be given to complete applications received by the closing date. For questions regarding the application process, please contact 217-333-6747. For further information on this specific position please contact Emily Lange at eredden@illinois.edu.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit [Policy on Consideration of Sexual Misconduct in Prior Employment](#).

As a qualifying federal contractor, the University of Illinois System uses E-Verify to verify employment eligibility.