

Academic Program Specialist, Actuarial Science Program
Department of Mathematics
College of Liberal Arts and Sciences

The University of Illinois at Urbana-Champaign, Department of Mathematics seeks applicants for the position of Academic Program Specialist for the Actuarial Science program.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. For more information, visit <http://go.illinois.edu/EEO>.

This position under the guidance of the Director of Actuarial Science program serves as the primary advisor to undergraduate and graduate students majors and those interested in applying to study Actuarial Science; provides counsel for students regarding professional options, provides general administration duties and assists with recruitment to the Actuarial Science program. Specific duties and responsibilities include:

Advising:

- Advises current and prospective Actuarial Science undergraduate and graduate students assisting them with any concerns involving the program, department and university.
- Responsible for MS and PhD degree, verification, and limited status lists.
- Provides expert advice on Actuarial Science exams, internships and careers.

General Administration:

- Serves as expert source of information regarding the interpretation of programs, policies and procedures, providing specialized knowledge, reports, and analysis to answer inquiries and resolve problems.
- Responsible for monitoring and managing Actuarial Science and Risk Management courses and student registration.
- Researches and reports information using student data and industry trends to make recommendations for improvements to the Actuarial Science program. When recommendations are implemented, assists Director in the execution of them.
- Has security level to sign documents, (i.e., admission referral forms and petitions) for the Director of Actuarial Science program.
- Serves as a liaison and internal resource between the Director and faculty, students, staff, and Actuarial Science Club, and externally between the Director and other campus units (i.e. Graduate College, Office of Admission, Office of Facility and Planning, etc.) as well as off campus visitors.
- Accompanies the Director, or attends in their absence, meetings, orientations, workshops, etc.
- Collaborates with the Director on the writing and administration of grants related to the Actuarial Science program.
- Manages program specific scholarship programs.
- Responsible for managing the Actuarial Science Advisory Board.
- Co-identifies and selects graders and teaching assistants for the Actuarial Science program.
- Lead and coordinates the industry speakers for the Actuarial Science program orientation course, ASRM 101.

Recruiting:

- Responsible for creating content for the Actuarial Science newsletter and other promotional materials; both in print and online through the analysis, design and edits of the Actuarial Science web site.
- Coordinates department visits and meets with prospective and admitted Actuarial Science students and families.

- Assists with screening applications to the Actuarial Science graduate program.
- Monitors Actuarial Science recruiting accounts for compliance with budgetary goals.

Outreach:

- Identify opportunities for collaboration between the program and industry such as internships, research opportunities, case study challenges, workshops, etc.
- Research program alumni to maintain strong contacts between the alumni and the program.
- Serves as program representative and liaison with the Society of Actuaries (SOA) and Casualty Actuarial Society (CAS) through regular correspondence in support of the program's outreach activities.
- Coordinate with Director in planning Actuarial Science Program events and student social activities as necessary.

Minimum Qualifications:

- Bachelor's degree in Actuarial Science, Mathematics, Statistics, or another quantitative field with a substantial mathematics background.
- Two years of professional work experience, including practicums or graduate assistantships, including at least one year of student or education related professional work experience.
- Professional credentials in actuarial science or risk management or working experience in the insurance or financial services industries.
- Proficiency with databases beyond spreadsheet proficiency.
- Excellent interpersonal skills with strong oral and written communication.
- Proven track record of successful interactions with students in a professional manner.
- College-level administrative and/or advising experience.
- Demonstrated ability and commitment to working with culturally diverse groups.

Preferred Qualifications:

- Master's degree in a quantitative field.
- Experience programming in a database environment.

The Academic Program Specialist position for the Actuarial Science program is a full-time, benefits-eligible academic professional position appointed on a 12-month service basis. Eligibility for the benefits are contingent on your citizenship or work authorization. For full details on eligibility requirements, please reference <http://www.ahr.illinois.edu/employees/current/other.html#Benefits>. The expected start date is as soon as possible after the closing date. Applicants may be interviewed before the closing date; however, no hiring decision will be made until after that date. Salary is commensurate with experience and qualifications.

To apply for this position, please create your candidate profile at <http://jobs.illinois.edu> and upload your cover letter, resume, and names/contact information for three professional references by April 26, 2019. Full consideration will be given to complete applications received by the closing date. For further information regarding application procedures, contact Emily Lange, eredden@illinois.edu, 217-244-1157.

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