

**Eastern Illinois University**  
**Department of Human Services**  
**Academic Advisor**  
**Position Announcement**

The Department of Human Services at Eastern Illinois University invites applications for a 10-month academic advisor position. A Bachelor's degree is required, and a Bachelor's Degree in Human Services, Social Work, College Student Development or related field with advising experience is preferred. Experience with software applications such as Banner, enrollment management databases, and e t c . is also preferred. Demonstrated commitment to diversity and experience promoting inclusive excellence is required. The responsibilities for this position include:

- advising students in Human Services, Early Childhood Program Administration, and other areas as needed in The College of Health and Human Services
- meeting one-on-one with each student every semester
- preparing individualized long-range academic plans for students
- reviewing and monitoring degree audits
- interpreting high school transcripts
- supporting students in pursuing their educational pursuits
- monitoring and implementing undergraduate and graduate course enrollment and course add requests in consultation with the Department Chair
- demonstrating a professional and appropriate personal interest in students
- discussing concerns related to students' education
- identifying undergraduate students eligible for accelerated graduate programs
- maintaining records, reports, forms, and outreach related to enrollment and advisement
- assisting with recruitment events and helping prospective students
- engaging in Department or College meetings or events

Please upload a letter of application, resume, contact information for three references, and unofficial transcripts to <http://apply.interfolio.com/148576>. Questions about the position may be directed to Dr. Jill Bowers, ([jbowers2@eiu.edu](mailto:jbowers2@eiu.edu)) Human Services Department Chairperson or Dr. Mark Kattenbraker, [mskattenbraker@eiu.edu](mailto:mskattenbraker@eiu.edu), Search Committee Chairperson. In order for your application to be given full consideration, all materials must be received by July 8, 2024.

**Diversity and Inclusion:** Eastern Illinois University is committed to fostering a learning community where all members feel welcomed and valued. The university provides equality of opportunity in all areas of campus life and we strive to recognize and appreciate the unique value of our students, faculty, and staff. Every member of campus has the right to learn and work in an environment free of discrimination and harassment, and beyond that, our goal is for all members of our community to develop a strong sense of belonging to Eastern Illinois University.

**The University & Community:** Eastern Illinois University takes pride in creating a warm, welcoming environment for all faculty, staff and students. Established in 1895, EIU boasts a rich tradition of preparing students for their personal and professional goals. A traditional regional residential institution, EIU offers a superior education at a relatively low cost while consistently earning high rankings and distinctions for its affordability, academic program quality, career placement rates, campus safety, online degree options, student support, and sustainability initiatives. EIU focuses on individualized attention and superior student relationships and has earned recognition as the highest-ranking independent public regional university in Illinois and a place among the Midwest's top public regional universities according to U.S. News and World Report. EIU hosts more than 175 student organizations on campus, and offers a variety of cultural events, NCAA Division I athletics, and active research opportunities for its students to enjoy and to thrive. EIU has become recognized for providing the resources of a large institution while creating the kinds of individual relationships that support student and alumni success. Based on National Science Foundation data, EIU continues to prepare more undergraduates who go on to earn doctoral degrees than any other master's college/university in Illinois.

The University is located in east central Illinois and combines the benefits of a community of 20,000 with access to several large cities, including Chicago, St. Louis, and Indianapolis.

*Eastern Illinois University is an Affirmative Action/Equal Opportunity Employer - minority/female/disability/veteran - committed to achieving a diverse community.*