Job Summary:
The Donald Bren School of Information and Computer Sciences (ICS) offers 7 undergraduate majors, 5 minors, and 3 second baccalaureate programs. The ICS Office of Undergraduate Programs is a high volume, fast paced environment with a strong team oriented group of professional and student academic advisors. Our team rises to the challenges and dynamics of working with a diverse, goal oriented undergraduate population who possess a strong desire to make the most of their undergraduate experience at ICS and UCI. Our advising team works with students pursuing an ICS major or minor, interested in changing to an ICS major, and with prospective applicants to the university. With us, you will get the opportunity to engage your student advising, project management, analytical and active listening skills. If you are interested in working alongside our brilliant, hardworking, and caring advising professionals, then we are the place for you!

Job Description:
Job Essential Function 1:
Percent of Time: 60%
Academic Advising: Provides advice and assistance to students on academic and degree progress and major requirements; assists students in determining a major, alternative academic options, resolve scheduling conflicts, and similar issues.

Job Essential Function 2:
Percent of Time: 20%
Applies professional student services concepts in providing a variety of student services to the student population served by the organization, and to faculty and management within that organization. Processes change of major applications, acts as advisor to ICS student clubs, participates

Job Essential Function 3:
Percent of Time: 15%
Engages in various aspects of student affairs: student conduct, event coordination and management, career development. Student Conduct: Provides information to students and faculty regarding organization policies and procedures on student conduct. Career Development: Refers students to the Career Center, advises on best practices for integration of career goals into academic plans. Events: Coordinates and implements ICS Dean’s Welcome and other ICS student events, assists in the planning and implementation of complex events such as summer orientations. Conducts orientations of new students and change of majors.

Job Essential Function 4:
Percent of Time: 5%
Recruitment and Admissions: Implements outreach programs with specifically targeted institutions; advises prospective applicants on necessary academic preparation; appropriateness of program as it pertains to the prospective applicant's goals; reviews domestic transcripts for degree eligibility; initiates and arranges student recruitment visits.
Skills, Knowledge and Abilities:

Knowledge of advising and counseling techniques.

Ability to multi-task; verbal and written communication skills.

Interpersonal skills.

Multicultural competencies; ability to work with diverse populations.

Ability in problem identification and reasoning.

Skills in service orientation, organization, active listening, and critical thinking.

Knowledge of University-specific computer application programs and pertinent databases.

Basic knowledge of student immigration and visa processes pertaining to international students and scholars.

Knowledge of University processes and procedures.

Understanding of University rules and regulations.

1-2 years of experience in academic advising and student affairs. Ability to work in a fast moving, dynamic environment; engage in varying levels problem solving, analysis, and academic planning.

Bachelor's degree in related area and / or equivalent experience / training.

External applicants can access this recruitment on our Career Opportunities website at https://careersucirvine.ttcportals.com/jobs/9726579-student-academic-advisor-ii