

Position Announcement

Academic Advisor position: 12 month academic support professional position responsible for counseling adult students who are investigating or who have been admitted to the General Studies Degree Program, which includes interpretation of the program, university and graduation requirements, assisting with course selection, degree program formation, and academic development. Approximately 50-60% of this position requires travel to locations throughout the Chicago area with occasional trips to the Charleston, IL campus. Qualifications: Master's degree required, preferably with an emphasis in counseling, guidance and counseling or adult education. Experience working in a higher education environment in an advising capacity preferred. Strong oral and written communication skills. Review of applications begins February 15, 2012 and continues until interviews begin. Send letter of interest, resume, unofficial transcripts, names, phone numbers, addresses and email addresses of three references in a Word or pdf format as attachments to Peggy Hickox, Search Coordinator, at pahickox@eiu.edu.

Complete job description available at:

http://castle.eiu.edu/civil/employ_opp/openingsView.php?type=School of Continuing Education&jobID=279

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