Academic Advisor, Graduate Pathways

Company background
INTO University Partnerships collaborates with leading universities to provide international students with a personalized and highly supportive learning environment allowing them to acclimate to life on a US university campus and prepare for long-term academic success. Since 2006, INTO has launched partnerships to internationalize 24 universities in the US, United Kingdom and Asia, including Oregon State University, University of South Florida, Colorado State University, Marshall University, George Mason University, Drew University, Saint Louis University, The University of Alabama at Birmingham, Washington State University and Suffolk University.

Reporting line
This position will report to the Assistant Director for Advising and Academic Services and works under the oversight of a graduate course coordinator as an instructor.

Job Overview
The Academic Advisor, Graduate Pathways is a full-time administrator and part-time course instructor who supports the success and matriculation of INTO Mason students as an academic advisor and first-year graduate transition course instructor.

Accountabilities and duties
This is a valued role in a growing, dynamic organization, so the responsibilities may change over time, but will include the following:

- Participate in orientation and activities and coordinate graduate advising sessions
- Work closely with the Graduate Pathway Program Manager to ensure the accurate development and communication of program policies, as well as course needs
- Ensure the timely and accurate registration of graduate students
- Advise students through individual appointments and group sessions at both the Fairfax and Arlington campuses
- Coordinate advising activities and workshops for matriculating students with external departments
- Monitor student attendance and academic progress, intervening as appropriate
- Ensure the timely and correct application of course substitutions and waivers for student degree audits
- Conduct pathway matriculation reviews;
- Co-coordinate a graduate student mentoring program
- Supervise the part-time academic advisor
- Update the graduate pathway portion of the Advising Guidebook to reflect new developments in policies and procedures
- Teach one graduate pathway transition course per term
- Perform other duties as assigned
The Academic Advisor is also responsible for overseeing a variety of different projects for the program. This includes setting timelines, delegating work, working with other team members and INTO Mason staff to disseminate and collect information, and assuring successful completion of the projects in a timely manner.

Other important skills should include:
- Strong, positive leadership and organizational skills
- Ability to work collaboratively
- Strong communication skills, both written and oral
- Ability to prioritize and multitask
- Excellent attention to detail
- Excellent time management skills
- Ability to work well in a fast-paced changing environment
- Proficiency with MS Office (Excel, Word, PowerPoint, Outlook, ACCESS), BANNER, and selected early alert system

**Location**
This position will be located at George Mason University in Fairfax, Virginia

**Qualifications**

**ESSENTIAL:**
- MA in College Student Personnel
- High level of English language proficiency
- Previous experience working in a higher education setting as well as strong intercultural communication skills
- A proficiency with computer applications and the ability to use technology to enhance the student experience
- Teaching experience in a college-level academic and/or English language program
- Evidence of strong project management abilities
- Extensive experience working with multilingual and/or graduate-level college students

**DESIRABLE:**
- ABD or a terminal degree in College Student Personnel, Higher Education, Counseling, Humanities or related field
- Experience working as an academic advisor, in an intensive English language program and/or with international students in higher education settings
- Teaching or administrative experience abroad
- Cultural expertise, ability to fluently speak at least one language other than English and/or experience abroad
- A thorough understanding of student development theory and its application
- Experience with developmental academic advising philosophy
- An understanding of the fundamentals of programming and workshop development
- Strong leadership and organizational skills, attention to detail, and collaborative approach to working with others, and strong communication skills
- An ability to function independently and as a member of a team in a constantly changing and resource-limited environment
- Demonstrated experience manipulating MS Excel spreadsheets or Access databases

**How to apply**
To be considered for this position, please click the following link to submit your cover letter and resume:
INTO University Partnerships provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. INTO University Partnerships complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities.