



University Advising Center

Student Services Manager I: Exploratory Advisor I

Position Description:

The University Advising Center's Exploratory Advisor I provides prescriptive academic advising to students in transition, particularly those changing or declaring their major, to facilitate intentional academic decision-making. Exploratory Advisors have a working knowledge of all college curricula (i.e. 140+ majors and concentrations), major-change policies and procedures for all 11 academic colleges/schools) and must communicate regularly with campus partners. In addition, this position must maintain an average advising schedule of 30 hours per week, participate in on-going training, conduct various outreach efforts, and regularly assess the effectiveness of Exploratory Advising programs.

Sample Duties:

- Provide Exploratory Advising to undergraduate students interested in changing and/or adding majors.
- Learn curriculum and program requirements for all majors/minors/focus options at USC-Columbia including academic regulations, university policies/procedures.
- Support undecided students and students transitioning into their major of choice. Assist students with learning major and course requirements and developing academic plans.
- Use DegreeWorks, EAB Navigate, and Self-Service Carolina to facilitate the major change process
- Provide outreach and partnership management for the University Advising Center and the academic advising campus community. Manage existing and new academic and campus partnerships

Knowledge/Skills/Abilities Needed:

- Strong critical thinking, memorization, attention to detail, and communication skills, as well as the ability to work independently while developing strong collaborative relationships with colleagues, students, and student affairs and academic affairs units.
- Ability to exercise excellent professional judgment and discretion, making decisions on a regular basis that impact student welfare and the institution.

Minimum Qualifications: Master's degree and 1 year related experience, or a bachelor's degree and 3 years related experience

Preferred Qualifications: Master's degree and 1 year of advising experience