

Director of Advising
Old Dominion University

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Posted Apr. 30, 2025, set to expire Nov. 1, 2025

Job Title	Director of Advising
Department	ADVISING ADMINISTRATION AND ACADEMIC PARTNERSHIP
Institution	Old Dominion University Norfolk, Virginia
Date Posted	Apr. 30, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Student Affairs
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Job Description	

Job Summary

The Director of Advising provides oversight for the Strome College of Business advising center and ensures the quality of academic advising offered within the college. They will collaborate with campus partners to create programming relevant to the success of students in the college, organize and lead registration campaigns, continually assess strengths and opportunities for improvement in the advising office, provide opportunities for professional development with advising staff, collaborate with other advising centers on university wide advising and registration programming, and support advisors with complex advising situations.

Minimum Qualifications

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Education

- Masters or Terminal Degree in Higher Education, Counseling, or a field of study related to the College Advising Center.

Knowledge and Skills

- Considerable knowledge of advising theories and best practices
- Considerable skills working with a diverse population of students, faculty, and administrators
- Excellent interpersonal skills
- Strong written communication skills
- Considerable comfortability utilizing technology
- Considerable empathy, flexibility, and a growth mindset
- Considerable ability to work independently and cooperatively
- Comprehensive knowledge of and commitment to higher education policies and procedures, including FERPA Ability to multitask, and prioritize tasks according to importance
- Considerable ability to manage a team that engages in high levels of independent work with students
- Considerable ability to collaborate as part of a team and encourage the professional growth of team members

Experience

- Extensive experience in academic advising, coaching, or related higher education student services
- Extensive track record of quality leadership of a team

Preferred Qualifications

- Extensive track record of quality leadership of a team within a higher education institution

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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