

Academic Advisor and Assistant Professor of Instruction

(non-tenure eligible)

Office of Undergraduate Programs and Advising

The Office of Undergraduate Programs and Advising ([OUPA](#)) in the Northwestern University [School of Communication \(SoC\)](#) is seeking to hire two (2) full-time undergraduate [academic advisors](#) to join a vibrant, creative and intellectually engaging community committed to supporting undergraduate students' access to academic, co-curricular, wellness and career resources.

The School of Communication grants two undergraduate degrees: the Bachelor of Science and the Bachelor of Arts in Communication (BSCMN or BACMN) and participates in dual degree programs with the [Bienen School of Music](#) and the [McCormick School of Engineering](#). The School offers six undergraduate major programs ([Communication Studies](#), [Human Communication Sciences](#), [Dance](#), [Performance Studies](#), [Radio/Television/Film](#), and [Theatre](#)) seven [minor programs](#), a robust [modular curricula](#), and a certificate in [Music Theatre](#). The School of Communication is also a key collaborator in offering a [Certificate in Human-Computer Interaction](#).

Students in the School of Communication are assigned to an academic advisor at the time of matriculation and are required to meet with their academic advisor throughout their undergraduate career. Academic advisors serve as resources for students, providing guidance regarding course selection, degree progress, University policies and procedures, campus resources, professional development opportunities and personal goals.

School of Communication undergraduate academic advisors hold appointments in the OUPA and concurrent non-tenure eligible (NTE) teaching-track appointments in [academic departments](#) or programs in the School. This position reports to the Associate Dean of Undergraduate Programs and Advising. **Academic advising and related service constitute the primary responsibilities of these positions.**

These positions are located on [Northwestern University's Evanston campus](#) in the greater Chicago area.

Employment term: 10-month annual appointment, renewable annually. Salary is competitive based upon experience. The starting date for the appointment is negotiable, but not later than September 1, 2024.

Primary Responsibilities:

Academic Advising (75%)

- Manage a cohort of approximately 150 School of Communication undergraduate students from their time of admission through graduation
- Convene individual and group meetings with advisees and participate in Undergraduate Programs and Advising activities and working groups

- Provide accurate, current information on undergraduate curricular programs, School and University policies, procedures, and academic requirements
- Assist students with enrollment transactions and program changes (ex: declaration of minors and modules, interschool transfers, term leaves)
- Maintain a shared system of notes and documentation to track and support student progress
- Serve as liaison to selected academic departments and schools as assigned; work with department chairs, program directors, and administrative staff to ensure accuracy and consistency in communication of program requirements
- Assist with the planning and implementation of student engagement efforts, including but not limited to information sessions for prospective students, new student orientation (Wildcat Welcome), academic probation and midterm warning support
- Assist the OUPA Associate and Assistant Deans in addressing School and University priorities
- Participate in OUPA, SoC and University activities, committees, working groups and initiatives as relevant and appropriate. These include, but are not limited to: Diversity, Equity and Inclusion (DEI), curricular development, Honors Convocation, awards and Commencement activities.

Curricular Support & Teaching (25%)

- Assist the OUPA with curricular initiatives, assessments and special projects within the School of Communication, most notably summer transition programming, modules, first-year seminar, capstone, and EPICS internship courses
- Teach 2 courses or their equivalent in The School of Communication each academic year

The academic calendar yields heavier and lighter periods of work and some evening and weekend events.

Minimum Qualifications:

- Terminal degree or equivalent experience in a related discipline reflected in the school's major offerings, student personnel administration, higher education administration, or counseling and guidance from an accredited college or university
- Primary commitment to long-term, student-centered academic advising evidenced by college level experience mentoring, advising and/or teaching
- Familiarity with curricular development and support, contemporary issues that impact student success, assessment, and technology
- Experience teaching or otherwise working with undergraduates that demonstrates the potential for excellence in the classroom and in advising
- Interest in becoming an active faculty member of a School of Communication department or program
- Excellent organizational, communication, and interpersonal skills and attention to detail
- Ability to exercise considerable judgment and discretion in establishing and maintaining good working relationships and federal privacy regulations (FERPA)
- Demonstrated ability to work independently and collaboratively in a creative and dynamic environment

Preferred Qualifications:

- Demonstrated experience supporting first-generation, low-income (FGLI) and historically underrepresented and minoritized students
- Interdisciplinary interests and expertise teaching in one or more of the following areas: Acting, Dance, Music Theatre, Directing, Design, Theatre for Young Audiences, Media History (with a particular preference for theory/history of video games)

Application Documents:

- Cover letter describing relevant interests, preparation, and experience; candidates should specifically address how previous experiences relate to minimum and preferred qualifications
- Current CV
- Teaching evaluations
- Advising evaluations (if any)
- Contact information (name and email) for three letters of recommendation, of which at least one should address teaching qualifications

Review of applications will begin immediately and will continue until the position is filled.

Please read ALL instructions before proceeding to the application page:

- Applications will **only** be accepted via online submission: [Academic Advisor Application](#)
- Please prepare all documents in advance as Adobe PDF files. Please also verify that all information is entered correctly and accurately (especially names and email addresses), as there will be no opportunity for online revision after your application has been submitted.
- Please also prepare a list of names and email addresses for your external academic references; your references will be contacted directly by the online system and invited to upload their letters on your behalf.
- All required fields in the application form are marked with an asterisk and must be filled before clicking the “Submit” button.
- Be aware that incomplete applications **cannot** be saved.

Applicants will be notified by automated email when the application is received, and upon submission of each letter of recommendation. Please contact dear-soc@northwestern.edu for inquires.

The Northwestern campus sits on the traditional homelands of the people of the Council of Three Fires, the Ojibwe, Potawatomi, and Odawa as well as the Menominee, Miami, and Ho-Chunk nations. We acknowledge and honor the original people of the land upon which Northwestern University stands, and the Native people who remain on this land today.

Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes, including veterans and individuals with disabilities. Women, racial and ethnic minorities, individuals with disabilities, and veterans are encouraged to apply. For information on EEO is the Law <https://www.dol.gov/sites/dolgov/files/ofccp/regs/compliance/posters/pdf/eeopost.pdf>