



Position Announcement

Academic Affairs

Academic Advising Center

- Position:** Professional Advisor, full-time, twelve-month position.
- Job Description:** Henderson State University is filling two Professional Advisor positions in the Academic Advising Center. Professional Advisors (PAs) increase student success by assisting students in the development of an educational plan including choosing a program of study and/or clarifying educational goals and monitoring their progress. PAs provide students with information about alternatives, limitations and possible consequences of academic decisions. Present academic information to orientation groups and potential students and parents. PAs work with faculty advisors to address advising issues. PAs maintain student files and records; document all pertinent student information; update computerized information systems regarding changes to student status. PAs prepare reports as requested for assessment.
- Qualifications:** A Bachelor's degree is required. Prior experience working in academic advising is preferred but not required. Successful applicants will demonstrate a team-oriented, professional mindset with the experience and ability to be a creative problem solver. The ability to multitask and show attention to detail in a fast-paced professional environment will be critical. The ideal candidate will have a passion for student service and success and the ability to maintain accurate and updated records concerning student performance.
- Salary:** \$32,000
- The University:** Henderson State University is a public institution offering undergraduate and graduate degree programs through the Matt Locke Ellis College of Arts and Sciences, the School of Business, the Teachers College, and the Graduate School. The School of Business is fully accredited by AACSB. The University also offers a professional nursing degree program, the only aviation degree program in Arkansas, and pre-professional studies. A member of the Council of Public Liberal Arts Colleges, Henderson is located on an historic and beautiful campus midway between Little Rock and Texarkana on Interstate 30 and has an enrollment of approximately 3,600 students. Additional information is available at www.hsu.edu.
- Application:** To apply, send your resume, transcript(s), and two letters of recommendation electronically to:
- Ms. Chanda Hooten, Search Committee Chair
Henderson State University
PO Box 7722
Arkadelphia, AR 71999-0001
hootenc@hsu.edu

Review of applications will begin April 6, 2020 and continue until the positions are filled. The applicants selected for this position will be required to submit to a background screening including a criminal background check pursuant to university policy.

Henderson State University is an affirmative action/ADA, equal opportunity employer. Women and minorities are encouraged to apply.