

# Academic Advisor/Staff Assistant

The Ohio State University at Newark is accepting applications for a full-time Academic Advisor/Staff Assistant position for the Office of Academic Advising.

Title	Academic Advisor/Staff Assistant
Working Title	Academic Advisor/Staff Assistant
Department	OSU Advising - Newark
Requisition Number	#357198
Summary of Duties	Academic Advisor/Staff Assistant - Responsibilities include advising students relative to specific academic programs, monitoring student academic progress, instructing University Survey course, and completing special projects; other duties as assigned. Requires successful completion of a background check.
Qualifications	Bachelor's degree required; Master's degree in Higher Education preferred. Experience in academic advising or higher education.
Salary	\$29,536 to \$34,000 (A comprehensive benefit package is included).
Job Appointment (FTE%)	100% Full-time Regular Position (benefit package included)
Posting Date (Application Deadline)	5-22-2011 to 6-05-2011
Application Procedure	For a complete description, qualifications, and/or to apply online go to <a href="https://jobsatosu.com/">https://jobsatosu.com/</a> . Click Search Postings and search by Job Title: <b>Academic Advisor/Staff Assistant – Newark. Requisition #357198.</b> Online application deadline: Sunday, June 5, 2011. To build a diverse workforce Ohio State encourages applications from individuals with disabilities, minorities, veterans, and women. EEO/AA employer.