



DOANE UNIVERSITY

Professional Academic Advisor and Designated School Official

The Professional Academic Advisor and Designated School Official (DSO) provides and supports academic planning to undergraduate and graduate students including international students enrolled in ground classes on Doane University's Lincoln campus.

The duties of this position include expectations for communicating with students that may occur on evenings and weekends. Additionally, there may be events held on evenings and weekends that require a presence.

Duties and Responsibilities:

- Provide onboarding of newly enrolled students
- Develop individualized plans for students' degree completion
- Meet with current students for academic advising in each new term
- Assess ongoing learning needs, interests and goals for registration
- Serve as the Designated School Official (DSO) and liaison for international students on the Lincoln campus, the institution and the U.S. government
 - Guide international students through the paperwork required and process of studying in the U.S.
 - Work collaboratively with the PDSO and help to maintain records in the Student and Exchange Visitor Information System, known as SEVIS
- Advise students about financial responsibility processes including financial aid, payment plans, and business holds
- Learn and fully utilize student management and instructional software programs
- Initiate communication with students in-person, by email and phone
- Participate in events and other appropriate interaction with students to support recruitment, retention and engagement
- Maintain student records in both paper and online formats, as appropriate
- Participate as a member of the advising team
- Understand and be able to articulate the mission, vision, purpose and values of Doane University to target audiences
- Assist in identifying, participating in and facilitating opportunities/activities to promote Doane University's academic programs
- Support marketing, promotional strategies and delivery of targeted messaging via brochures, emails, social media posts, mailings, events, and other appropriate communication tools for undergraduate and graduate degree programs

Qualifications/Skills/Abilities Required for Position:

- A minimum of two years of experience in higher education student support services, preferably with advising
- Previous experience advising or supporting international students
- Demonstrated relationship building skills
- Strong written and verbal communication skills; with the ability to communicate effectively with multiple audiences in multiple modalities
- Strong planning, organizing, and coordination skills
- Creative problem solving skills
- Managing multiple priorities
- Strong computer skills and ability to learn new programs and systems
- Local travel will be required

Qualifications/Skills/Abilities Preferred for Position:

- Prior experience with nonresidential student populations is preferred
- Experience with ground and online course formats

Education/Training:

- Bachelor's degree required; Masters degree preferred

Licenses and Certifications:

- DSO approval preferred