Refer Candidate

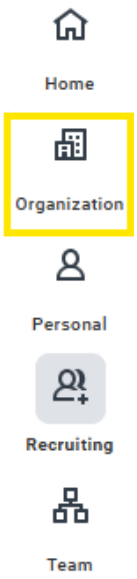
Overview

This job aid outlines the process of referring a candidate using the internal careers site.

Refer a Candidate

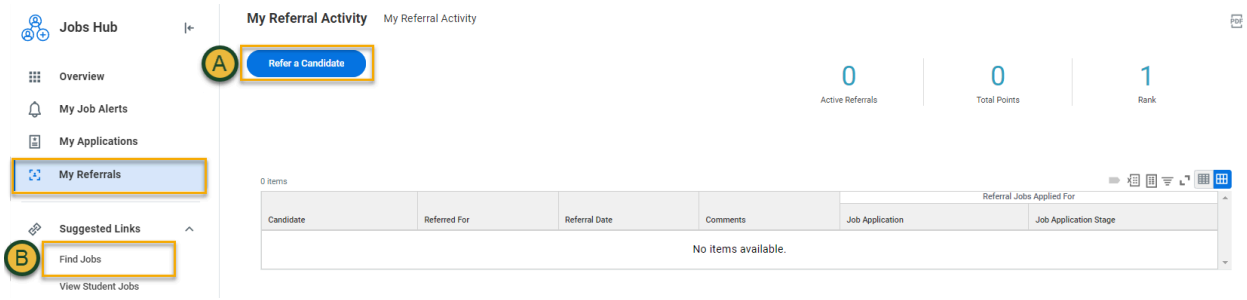
Security Role(s): Employee As Self

1. From the landing page, select the Organization Job App.



2. Click on **Jobs.**

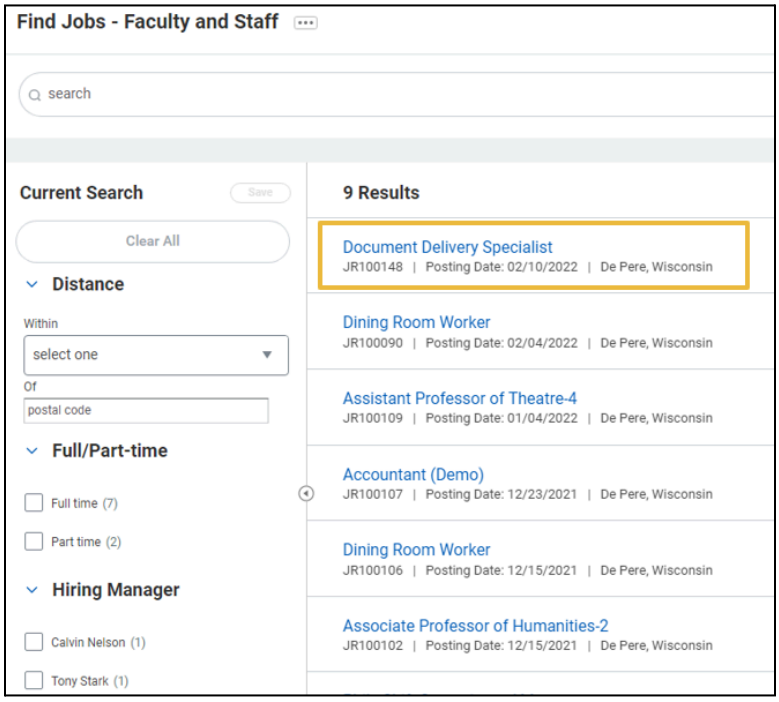
3. From this menu, there are two paths for candidate referrals, one to refer generally and the other to locate a job and refer a candidate. This job aid will show both:
    a. Refer a Candidate
    b. Find Jobs



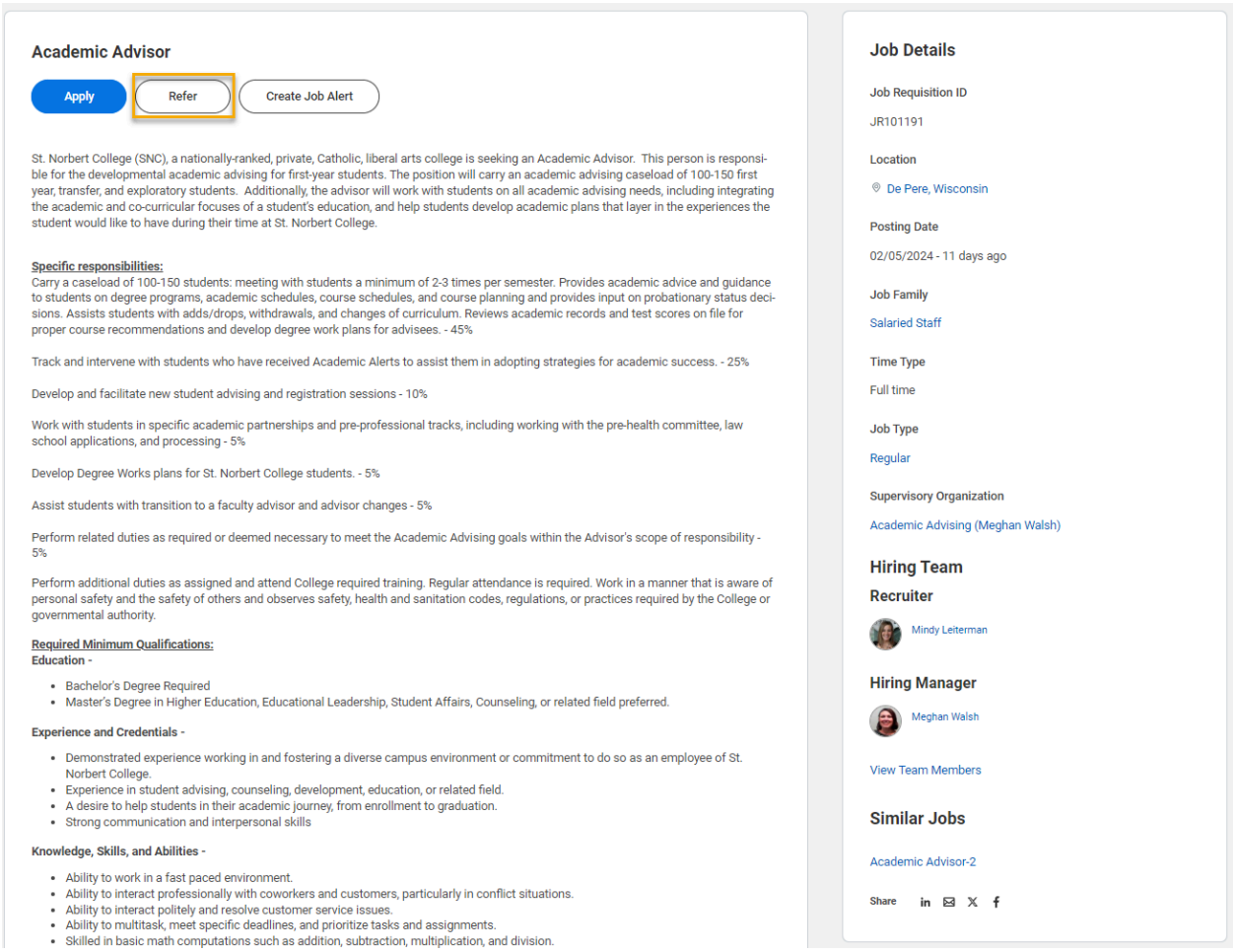
4. When you choose the **Refer a Candidate** action, you will provide some contact information for the candidate. You can then refer this candidate generally to multiple Job Areas or specifically to multiple Jobs. You can also attach a Resume or Cover Letter.
   Select **Submit.**



5. When you use the **Find Jobs** option, you Select the job you want to provide a referral for first.



6. You will now see the job posting details such as job description and qualifications. Select the **Refer** button to begin the referral.



Academic Advisor

Apply | Refer | Create Job Alert

St. Norbert College (SNC), a nationally-ranked, private, Catholic, liberal arts college is seeking an Academic Advisor. This person is responsible for the developmental academic advising for first-year students. The position will carry an academic advising caseload of 100-150 first year, transfer, and exploratory students. Additionally, the advisor will work with students on all academic advising needs, including integrating the academic and co-curricular focuses of a student's education, and help students develop academic plans that layer in the experiences the student would like to have during their time at St. Norbert College.

Specific responsibilities:
Carry a caseload of 100-150 students: meeting with students a minimum of 2-3 times per semester. Provides academic advice and guidance to students on degree programs, academic schedules, course schedules, and course planning and provides input on probationary status decisions. Assists students with adds/drops, withdrawals, and changes of curriculum. Reviews academic records and test scores on file for proper course recommendations and develop degree work plans for advisees. - 45%

Track and intervene with students who have received Academic Alerts to assist them in adopting strategies for academic success. - 25%

Develop and facilitate new student advising and registration sessions - 10%

Work with students in specific academic partnerships and pre-professional tracks, including working with the pre-health committee, law school applications, and processing - 5%

Develop Degree Works plans for St. Norbert College students. - 5%

Assist students with transition to a faculty advisor and advisor changes - 5%

Perform related duties as required or deemed necessary to meet the Academic Advising goals within the Advisor's scope of responsibility - 5%

Perform additional duties as assigned and attend College required training. Regular attendance is required. Work in a manner that is aware of personal safety and the safety of others and observes safety, health and sanitation codes, regulations, or practices required by the College or governmental authority.

Required Minimum Qualifications:
Education -

- Bachelor's Degree Required
- Master's Degree in Higher Education, Educational Leadership, Student Affairs, Counseling, or related field preferred.

Experience and Credentials -

- Demonstrated experience working in and fostering a diverse campus environment or commitment to do so as an employee of St. Norbert College.
- Experience in student advising, counseling, development, education, or related field.
- A desire to help students in their academic journey, from enrollment to graduation.
- Strong communication and interpersonal skills

Knowledge, Skills, and Abilities -

- Ability to work in a fast paced environment.
- Ability to interact professionally with coworkers and customers, particularly in conflict situations.
- Ability to interact politely and resolve customer service issues.
- Ability to multitask, meet specific deadlines, and prioritize tasks and assignments.
- Skilled in basic math computations such as addition, subtraction, multiplication, and division.

Job Details

Job Requisition ID
JR101191

Location
De Pere, Wisconsin

Posting Date
02/05/2024 - 11 days ago

Job Family
Salaried Staff

Time Type
Full time

Job Type
Regular

Supervisory Organization
Academic Advising (Meghan Walsh)

Hiring Team

Recruiter
Mindy Leiterman

Hiring Manager
Meghan Walsh

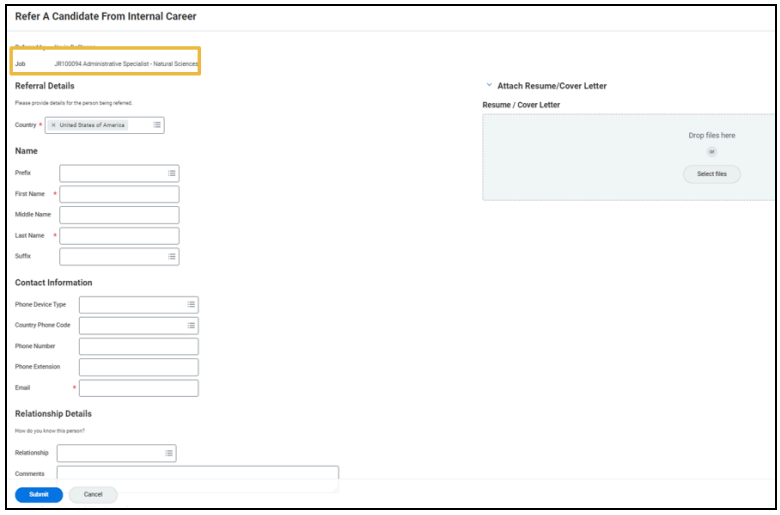
View Team Members

Similar Jobs

Academic Advisor-2

Share

7. In this referral screen, you notice that the job you linked from is noted at the top. You will still provide contact information and can add a Resume/Cover Letter.
Select **Submit**.


Refer A Candidate From Internal Career
Job
JR100094 Administrative Specialist - Natural Sciences
Referral Details
Please provide details for the person being referred.
Country *
United States of America
Name
Prefix
First Name *
Middle Name
Last Name *
Suffix
Contact Information
Phone Device Type
Country Phone Code
Phone Number
Phone Extension
Email *
Relationship Details
How do you know this person?
Relationship
Comments
Submit
Cancel
Attach Resume/Cover Letter
Resume / Cover Letter
Drop files here
or
Select files