



# ACADEMIC ADVISOR & PLA COORDINATOR (SCHOOL OF PROFESSIONAL STUDIES)

Department: School of Professional Studies

Reports To: Dean of the School of Professional Studies

Position Summary: Provide administrative responsibility for the Prior Learning Assessment (PLA) process; serve as PLA Advisor to all SPS students. Primary academic advisor for the majority of SPS undergraduate students. Serve on SPS committees as assigned. Assist Dean in successful operation of the program. Facilitate GS 4000 seminar each semester for graduating SPS undergraduate students,

Essential Responsibilities:

- Provide advising and administrative functions for the PLA system, including individual and group advising sessions with students, regular visits to GS 2050 sections to introduce PLA program, and maintenance of PLA tracking database. Work with NPU academic departments and faculty evaluators, and assist the Records Office in documenting and transcribing PLA credit
- Advise the majority of undergraduate students in SPS (100+), from enrollment through graduation, interfacing for them with other offices at North Park as needed, including
  - Registration
  - Academic planning for degree completion
  - Accessing Self Service system to provide information to students
  - Auditing and maintenance of student files
  - Regular communication with students
  - Documentation of all student-advisor communication
- Facilitate GS 4000: Integrative Capstone Seminar each semester
- Participate in new-student orientations
- Stay abreast of professional developments by attending professional meetings in those areas that affect SPS Program responsibilities, including career trends, the PLA process, adult learning theory, and institutional academic and administrative procedures

- Maintain a minimum of 37.5 office hours per week to staff SPS office; travel to off-campus sites for advising, as needed
- Accept other duties as assigned by the Dean

Essential Qualifications:

- Demonstrably excellent interpersonal and communication (oral and written) skills
- Sensitivity to the needs of working, nontraditional students
- Previous experience advising and teaching nontraditional students is desirable
- Ability to work some evenings/Saturdays, as requested
- Fluency with office technology and software (esp. Microsoft Office)
- Master's degree required, preferably in discipline appropriate to SPS programs
- Ability to work effectively in a team environment
- Candidate must exhibit an appreciation for, commitment to, and ability to effectively articulate North Park's approach to Christian higher education and the School of Professional Studies mission and vision

Effective Date: April 2021

*NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.*