Academic Advisors provide engineering students with advising support including but not limited to orientation, academic success strategies, career planning, course programming, and degree completion. The positions will have primary responsibility for academic advising in one of the following schools:

School of Mechanical, Industrial, and Manufacturing Engineering (MIME) advising serves around 1800 undergraduates with a focus on preparing the next generation of mechanical, industrial, manufacturing, materials, robotics and energy systems engineering professionals; and performing leading-edge research that ensures a better future for our state, nation, and world.

The advisor monitors student progress and suggests corrective action when the student encounters academic difficulty. The advisor coordinates with other University departments regarding undergraduate academic courses that support degree programs. The advisor is a source of information for prospective students, and actively recruits students through participation in various University and College sponsored orientations and events. The advisor also works with student information systems and various data files and sources and prepares a wide variety of reports using multiple databases and spreadsheets. The advisor keeps abreast of University and College policies, procedures, rules, and regulations to assist students in meeting academic requirements. The advisor may assume a leadership role that supports academic requirements. The advisor may assume a leadership role that supports academic programs and special projects.

In addition to direct academic advising in the school, advisors support the College in one or more of the following areas: assessment of advising, career explorations and integrative academic/career advising, early warning/intrusive advising, international student advising, and working with students in academic difficulty.