

Job Announcement: Academic Advisor Part-Time

Location: Temple University Rome Campus

Schedule: Part-time | 24 hours per week

Overview

Temple University Rome (TUR) seeks a dedicated Academic Advisor to provide holistic, proactive, and developmental advising to an assigned caseload of undergraduate students. The Academic Advisor plays a central role in guiding students from orientation through graduation, supporting their academic, personal, and professional development while ensuring compliance with university policies and promoting student retention and success. To start, this role will be Part Time (24 hours per week), some flexible scheduling. We anticipate the job becoming Full time (38 hours per week) in the future.

Key Responsibilities

Academic Planning & Student Success

- Advise students on course selection, major/minor exploration, and degree progression using tools such as the Degree Audit Reporting System (DARS).
- Support students in developing individualized academic plans aligned with their educational and career goals.

Proactive Advising & Outreach

- Monitor student progress through systems such as DARS and EAB/Navigate to identify at-risk students.
- Conduct timely outreach, interventions, and follow-up to support student persistence and achievement.

Policy Interpretation & Compliance

- Interpret and communicate University, College, and School policies, curriculum requirements, and academic guidelines.
- Ensure accuracy and integrity of student academic records.

Orientation, Registration & Onboarding

- Participate in and support New Student Orientation, onboarding programs, and registration processes, including during Add/Drop periods.

Caseload Management

- Manage a defined group of students (e.g., first-year, degree seeking, transfer, or major-specific cohorts), providing tailored advising throughout their academic journey.

Referral, Advocacy & Student Support

- Serve as a liaison and advocate for students by connecting them with Main Campus and Temple Rome resources such as financial aid, counseling, tutoring, career services, and study abroad opportunities.

Graduation Clearance

- Review academic records to confirm completion of degree requirements.
- Collaborate with Main Campus advising units to facilitate final graduation clearance.

About Undergraduate Advising at TUR

The Temple University Rome Undergraduate Advising unit is committed to empowering students to make informed academic and career decisions. We believe timely degree completion is achieved through intentional collaboration between students and advisors.

Our advising model emphasizes proactive planning, clear communication, mutual responsibility, and student engagement. Advisors work closely with students at all academic levels—from first-year transition and major exploration to final degree completion—to ensure clarity of curriculum requirements and successful progress toward graduation.

Students access advising through Temple's Navigate system, which supports appointment scheduling, same-day advising, and virtual (Zoom) consultations.

Qualifications

Required

- Bachelor's degree from an accredited institution
- Demonstrated experience in academic advising, student services, or a related field
- Strong interpersonal, organizational, and communication skills
- Ability to interpret and apply academic policies and procedures
- Legal authorization to work in Italy at the time of application (please note that Italian Work visa sponsorship is not available for this position)

Preferred

- Master's degree in Higher Education, Counseling, Student Affairs, or a related field
- Experience working in a U.S. higher education context, preferably in study abroad or international education settings
- Familiarity with advising technologies such as EAB/Navigate and degree audit systems

Work Environment & Commitment

- Commitment to student-centered advising practices rooted in equity, accessibility, and inclusion
- Ability to work collaboratively within a diverse, international academic environment

Schedule & Compensation:

This is a **part-time (24 hours/week)** position offered as a **one-year term contract** with the possibility of renewal. Compensation to be determined based on experience and qualifications.

Application Process:

Interested candidates should upload a resume, cover letter and 2 to 3 references here: <https://bit.ly/4tky4bb>

Documents should be named as: Last Name First Name CV, Last Name First Name Cover Letter, Last Name First Name References. Submissions without all three elements cannot be considered. Applications will be reviewed on a rolling basis. Start date is anticipated for June 2026.

Working Conditions and Environment:

Temple University Rome is supported by a small, collaborative team dedicated to advancing campus initiatives and enhancing the student experience. Please note that availability during evenings, weekends, and holidays may occasionally be required based on program needs.

Equal Opportunity Employer:

Temple University Rome is committed to diversity and inclusion, and all applicants are considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability.