Academic Advisor  Full-time Position

The University of Nebraska High School (UNHS), located in Lincoln, NE, seeks a professional with experience in secondary education guidance and advisory services. This is an excellent opportunity for someone looking to assist students and parents with understanding academic standards, enrollment options, and course selection opportunities at UNHS.

Education: Bachelor’s degree preferably in the area of education, however consideration may be given for other related degrees in which human interaction is an integral focus.
Experience: Two year of teaching experience required or we will also accept a Department of Education Counseling Endorsement and two years of demonstrated one-on-one student interaction, preferably in advising.

In addition to qualifications listed above candidates must have excellent customer service skills, including verbal and written communications skills; Proficiency in problem solving, proofreading, and attention to detail and accuracy; Experience with large audiences along with the ability to develop/deliver informational programs; Mastery of Microsoft Word, Excel, MS Outlook, and internet services.

Full job description available at: http://nebraska.edu/prospective-employees.html Learn more about UNHS at: http://highschool.nebraska.edu

Apply online at careers.nebraska.edu. If you need an accommodation in order to apply, please call 402-472-2111. AA/EOE