

## Job Description

**Position:** Academic Advisor – Part Time  
**Supervised by:** Sr. Director of Student Services  
**Supervises:** N/A

### Duties:

- Serves as academic advisor to students.
- Checks in with assigned students once per quarter
- Assists students in developing degree plans for Master of Acupuncture with Chinese herbal medicine specialization
- Assists students in understanding programmatic progress, including clinic hour completion, portfolio completion, and didactic coursework
- Assists students and supports student success in the understanding of additional programmatic requirements at each level, such as practical exams, portfolio requirements, and graduation requirements
- Identifies students not making satisfactory academic progress and refers them to appropriate services.
- Conducts portfolio reviews
- Assists Registrar with quarter term registration
- Serves as liaison between students and faculty and staff when necessary.
- Assists students with transition to graduation, including conducting graduate exit interview,
- Serves as liaison between students and faculty for independent study arrangements
- Refers for personal support as needed
- Provides mentorship under the direction of the Sr. Director of Student Services
- Facilitates student communication with other departments
- Tutoring - Provide individual and small group tutoring to students in Biomedicine, Herbs, and Acupuncture
- Other duties as assigned

### Qualifications Required:

- Graduate degree in Chinese medicine from AOMA Graduate School of Integrative Medicine
- Ability to learn new platforms quickly
- Works well in a team environment requiring the ability to take initiative and work independently as well as collaboratively
- Strong desire to work with student population and commitment to student success
- Exhibits commitment to execute all responsibilities with quality and excellence
- Exhibits high level of ethics, integrity, and professionalism in all dealings
- Respects the confidentiality of all information accessible through the position

### Qualifications Preferred:

- Excellent communication skills
- Computer skills: Proficient use of Microsoft Office Suite including Outlook®, Word®, Excel®
- Ability to learn and use Brightspace and CAMS enterprise software proficiently
- Current Texas acupuncture license
- Experience in higher education advising/counseling
- Experience with Teaching and/or Tutoring

### Work Location:

- Remote work option available

### How To Apply:

- Send cover letter and resume to [hr@aoma.edu](mailto:hr@aoma.edu)