Theodora Mbeki-Larsson

Academic Advisor

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ADVISING TRAINING

NACADA Academic Advising Core Competencies Certificate, 2024

Mental Health First Aid, Higher Education, 2023

SUMMARY

Academic advisor with 6 years at a public university and a community college, carrying a caseload of about 340 undergraduates. Hold about 900 advising appointments a year, build 4-year degree plans and follow up on early alerts within 48 hours. Helped raise first-year to second-year retention in my caseload from about 74% to 83% and led transfer advising for 2 partner colleges.

EXPERIENCE

Academic Advisor II — Prairie State University

Lawrence, KS · Jul 2021 – Present

- Advise a caseload of about 340 undergraduates in 6 social science majors, holding about 900 appointments a year.
- Raised first-year to second-year retention in my caseload from about 74% to 83% over 3 years through proactive outreach.
- Follow up on about 150 early alerts a term within 48 hours, referring students to tutoring, aid or counseling.
- Built 4-year degree plan templates for 6 majors, cutting registration errors flagged by the registrar by about 40%.
- Run 12 orientation advising sessions each summer for about 400 incoming students.

Transfer and Academic Advisor — Shawnee Valley Community College

Overland Park, KS · Aug 2019 – Jun 2021

- Advised about 280 students a year on transfer pathways to 4 partner universities.
- Helped about 95 students a year complete transfer applications, with about 90% admitted to their first-choice school.
- Created 8 transfer guides that matched community college courses to university requirements.

SKILLS

Advising Practice: Degree planning, course selection, academic probation, major exploration, transfer advising

Student Success: Early alerts, retention outreach, referrals, motivational interviewing

Policy: FERPA, satisfactory academic progress, graduation audits, academic standing

Systems: EAB Navigate, Banner, DegreeWorks, Starfish, Microsoft Excel

EDUCATION

Master of Science, Higher Education Administration, University of Kansas, 2019

Bachelor of Arts, Psychology, Kansas State University, 2017

Fictional example by FindAJobAI: the person, employers and numbers are invented.