**Academic Advisor**

**Please see Special Instructions for more details.**

The closing date is subject to change without notice to applicants. When applying you will be required to attach the following electronic documents: 1) A resume that includes the names of at least three professional references, their e-mail addresses and telephone contact numbers (Upload as ‘Professional References’ if not included with your resume). 2) A cover letter indicating how your qualifications and experience have prepared you for this position. 3) A statement up to one-page outlining how your experience, education, and/or training might help us build a more inclusive, collaborative and diverse community. (Upload as “Diversity Statement”) For information pertaining to the application process, contact Jonathan Rich via email at Jonathan.Rich@oregonstate.edu OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. Starting salary within the salary range will be commensurate with skills, education, and experience. Each position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU STANDARD 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement.

**Position Details**

**Position Information**

|  |  |
| --- | --- |
| **Department** | Sch Elect Engr/Comp Sci (ESE) |
| **Position Title** | Consultant-Acad Advisor/Couns |
| **Job Title** | Academic Advisor |
| **Appointment Type** | Administrative/Professional Faculty |
| **Job Location** | Corvallis |
| **Position Appointment Percent** | 100 |
| **Appointment Basis** | 12 |
| **Faculty Status** | Regular |
| **Tenure Status** | Fixed-Term |
| **Pay Method** | Salary |
| **Recommended Full-Time Salary Range** | $31,512-$53,460 |
| **Position Summary** | The School of Electrical Engineering and Computer Science (EECS) is seeking two or more Academic Advisors for its on-campus B.S. degree program and on-line Post-baccalaureate program. These are full-time (1.00 FTE), 12-month, fixed term professional faculty positions. Reappointment is at the discretion of the School Head.  The School of Electrical Engineering and Computer Science at OSU provides a comprehensive, state-of-the-art education that prepares our students to be successful in engineering practice and advanced studies. The on-campus Academic Advisor is responsible for advising undergraduate students in EECS regarding curriculum and program requirements. The Academic Advisor mentors and guides students regarding their educational and career goals through the development of academic plans for success. The Academic Advisor also represents the School and College at recruitment, orientation and retention events, and provides appropriate School, College and University information to prospective students. The OSU College of Engineering has committed to being recognized as a national model of inclusivity and collaboration. EECS strives to develop a community of faculty, students, and staff that is inclusive, collaborative, diverse, and centered on student success.  The on-line Academic Advisor will be supporting a unique online degree in computer science. The program is offered by EECS and delivered online through Oregon State University (OSU) Ecampus. In this online degree program, students gain knowledge and skills in programming fundamentals; software engineering; computer systems and networking; mobile and web development; and user interfaces. This position, housed on-campus, works with the program coordinator and a team of advisors to provide academic advising for post-baccalaureate online CS Degree students remotely. Contact with students occurs in multiple formats including phone and email correspondence, individual and group advising settings online. The Academic Advisor mentors and guides students to meet their educational and career goals through the development of academic plans for success. |
| **Position Duties** | 80% Student Advising/Mentoring Provide advising/mentoring for undergraduate majors in EECS, based on advising guidelines developed by the School. Review students’ academic progress; resolve problems related to curriculum and course prerequisites; devise appropriate plans for success. Represent EECS at the College of Engineering (COE) Advisor meetings and participate in decisions on COE policies regarding academic regulations, college-wide orientation sessions and courses, and professional school application processes. Evaluate and maintain student academic records. Interact with faculty, university personnel and external contacts. Explain policies and procedures to students related to admission to professional school and all other academic administrative requirements for School, College, and University. Provide guidance and information on academic success resources available to students. Participate in the Student orientation, advising and registration (START) program and other EECS and COE recruiting events. Interact with faculty, University personnel, and external contacts.  15% PROGRAM/ADMINISTRATIVE SUPPORT (On-Campus Advisor)Perform necessary administrative tasks to support advising and mentoring requirements. Prepare and complete graduation and professional program audits. Assist in processing curriculum changes for EECS academic programs. Develop materials used to communicate educational programs and course selection options, to recruit students and to promote the educational programs, including the use of website and printed marketing materials.  (On-line Advisor) Provide information sessions to orient incoming students to the online CS degree program and department procedures, resources and support. Deliver oral presentations, customizing content to meet the specific needs of the audience. Work with program staff to facilitate student admissions; assist with the instructional and advising team meetings; assist the program coordinator with data management and reports, student success efforts and career development. Work with Ecampus as appropriate to partner in support of meeting the unique needs of online learners. Perform necessary administrative tasks to support advising. Prepare and complete graduation and professional program audits.  5% other duties as assigned by supervisor. |
| **Minimum/Required Qualifications** | Bachelor degree in a discipline of choice.  Ability to work cooperatively and effectively with and on diverse teams.  Ability to prioritize duties and navigate in a fast-paced environment, problem solving skills, and attention to detail.  Competency in computer skills including spreadsheets, word processing, etc.  Ability to work effectively with students and keep accurate student records.  Excellent written and oral communication skills.  Demonstrated experience in successfully providing service to a broad range of people.  Outstanding interpersonal communication skills with the ability to influence and persuade.  A demonstrable commitment to promoting and enhancing diversity.  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OAR 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. |
| **Preferred (Special) Qualifications** | Master’s Degree in college student services administration, career counseling, education, engineering, computer science or other related field.  At least two years’ experience in a college or university setting in academic advising, advising support, student services, or career counseling.  Experience working with online students.  Experience working in adult undergraduate degree programs.  Experience with SIS BANNER, CORE and Data Warehouse (DW), or other similar databases, including developing and using queries. Experience using Excel spreadsheets and macros.  Experience/education in marketing and promotion, web design and maintenance. |
| **Working Conditions / Work Schedule** | Some evening and weekend work is required. |
| **This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.** | Yes |

**Posting Detail Information**

|  |  |
| --- | --- |
| **Posting Number** | P01820UF |
| **Number of Vacancies** | 2 |
| **Anticipated Appointment Begin Date** | 04/02/2018 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 12/21/2017 |
| **Full Consideration Date** |  |
| **Closing Date** | 01/15/2018 |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants |
| **Special Instructions to Applicants** | The closing date is subject to change without notice to applicants.  When applying you will be required to attach the following electronic documents:  1) A resume that includes the names of at least three professional references, their e-mail addresses and telephone contact numbers (Upload as ‘Professional References’ if not included with your resume).  2) A cover letter indicating how your qualifications and experience have prepared you for this position.  3) A statement up to one-page outlining how your experience, education, and/or training might help us build a more inclusive, collaborative and diverse community. (Upload as “Diversity Statement”)  For information pertaining to the application process, contact Jonathan Rich via email at Jonathan.Rich@oregonstate.edu  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.  Starting salary within the salary range will be commensurate with skills, education, and experience.  Each position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU STANDARD 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement. |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter
3. Diversity Statement

**Optional Documents**

1. Professional References