**Academic Advisor**

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

To ensure full consideration, applications must be received by **October 19, 2018**. Applications will continue to be accepted after the full consideration date, until a sufficient applicant pool has been achieved or the position is filled. 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/CV; and
2. A cover letter indicating how your qualifications and experience have prepared you for this position.

You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process.

For additional information please contact: **Talley Richardson** at [talley.richardson@oregonstate.edu](mailto:talley.richardson@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.

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 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.

**Position Details**

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| Position Information | |
| **Department** | Public Hlth/HumanSci Adm (HHS) |
| **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 College of Public Health and Human Sciences is seeking two (2) Academic Advisors. This is a full-time (1.0 FTE), 12-month, fixed term professional faculty position. Reappointment is at the discretion of the Associate Dean for Student Success.  This position supports the mission of the Office of Student Success in the College of Public Health and Human Sciences to “**partner with students in a collaborative process promoting and supporting the exploration, development, and achievement for their unique academic and professional goals**” and as part of a team of academic advisors as well as professional faculty who assist students with internships, study abroad experiences and career development. The incumbent will contribute to the development and implementation of progressive and dynamic academic advising programming, **which aims to increase student recruitment, retention, and success.** Responsibilities will include a range of academic advising tasks and involvement in programs for undergraduate students in the College of Public Health and Human Sciences regarding educational/career goals, course scheduling, and University/College requirements. Supports Oregon State University’s core value of diversity by embracing diversity and actively collaborating effectively with a variety of students, staff, and the public from diverse cultural, social, economic, and educational backgrounds. |
| **Position Duties** | **90% ADVISE AND MENTOR UNDERGRADUATE STUDENTS FOR ACADEMIC SUCCESS:**   * Individualize student selection of appropriate course and concentrations in terms of students’ stated preferences. * Provide one-on-one academic advising to undergraduate CPHHS students, including newly admitted and prospective. * Engage in proactive outreach efforts to maximize student retention. * Resolve problems related to curriculum and course prerequisites, utilizing the catalogs, on-line services, and other appropriate sources. * Mentor students on academic warning, probation, and suspension, constructing a plan of action for resolution and successful integration. * Initiate and maintain individual electronic student files as appropriate, updating, and evaluating files as new information is received. * Review and assess transcripts including evaluation of transfer credits and applicability of academic credit to program requirements. * Exhibit positive regard, care, concern, and respect for students, families, and colleagues via listening and interpersonal skills. * Counsel students participating in International Study Programs to articulate course content and resolve barriers to progress toward degree completion. * Academically evaluate student files to ensure deadlines are met for completing various graduation requirements such as course completion, credit maximums and minimums, and other specific program requirements. * Anticipate potential impediments to graduation. Communicate evaluation to students via programs such as MyDegrees. * Compose and create materials in support of group and/or individual recruitment efforts. Attend and participate in individual and group recruitment activities and/or orientations and other information dissemination sessions. * Deliver oral presentations, differentiating content to meet the specific needs of the audience. Prepare and deliver presentations to represent academic faculty and programs at outreach presentations. * Collaborate with faculty, school heads, athletic department, and other university administrators by providing requested data, recommendations, feedback regarding course access and barriers to student success.   **10% OTHER:**   * Other duties as required by the Head Advisor. |
| **Minimum/Required Qualifications** | * Master’s degree in higher education, student affairs, public health, or human sciences (or a related field) and minimum one year of experience providing academic advising to college students at an accredited college or university. * Demonstrated knowledge and application of research and theory related to college student persistence and engagement. * Ability to interpret, apply and explain complex information. * Experience with and enthusiasm for working with students, staff, and faculty from diverse backgrounds. * Ability to adapt to new systems. * 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 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. |
| **Preferred (Special) Qualifications** | * Understanding of, commitment to, and experience with supporting the needs of marginalized, underrepresented, and first-generation college students. * Strong problem solving and organizational skills and great attention to detail. * Capable of being self–directed and completing tasks with little to no direct supervision. * Capacity to analyze and utilize data to make decisions, identify barriers, and create proactive outreach campaigns. * Strong MS Office and Excel skills. * Excellent listening and interpersonal skills that exhibit positive regard, care, concern, and respect for students, families, and colleagues. * Thorough understanding and working knowledge of FERPA regulations within a higher education setting. * Experience working with Ellucian Banner, Oracle, Degree Works/DARS, SalesForce. * Evidence of commitment to educational equity and commitment to promoting and enhancing equal opportunity, diversity, and inclusion. |
| **Working Conditions / Work Schedule** | May participate in on- and off-campus recruiting events during evenings and/or weekends as directed by the Head Advisor. |
| **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** | P02497UF |
| **Number of Vacancies** | 2 |
| **Anticipated Appointment Begin Date** | 12/03/2018 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 09/28/2018 |
| **Full Consideration Date** | 10/19/2018 |
| **Closing Date** | 10/26/2018 |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants |
| **Special Instructions to Applicants** | To ensure full consideration, applications must be received by **October 19, 2018**. Applications will continue to be accepted after the full consideration date, until a sufficient applicant pool has been achieved or the position is filled. 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/CV; and 2. A cover letter indicating how your qualifications and experience have prepared you for this position.   You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process.  For additional information please contact: **Talley Richardson** at [talley.richardson@oregonstate.edu](mailto:talley.richardson@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.  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 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. |

**Supplemental Questions**

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

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**