**Academic Wage-Salaried: Consultant-Academic Advisor**

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

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: Kerry Kincanon at Kerry.kincanon@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. Offers of employment are contingent upon meeting all minimum qualifications including the criminal history check requirement.

**Position Details**

**Position Information**

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| **Department** | Academic Success Center (XUS) |
| **Position Title** | Academic Wage Appt - Salaried |
| **Job Title** | Academic Wage-Salaried: Consultant-Academic Advisor |
| **Appointment Type** | Academic Wage/Short Term |
| **Job Location** | Corvallis |
| **Position Appointment Percent** | 49 |
| **Appointment Basis** | 12 |
| **Pay Method** | Salary |
| **Recommended Full-Time Salary Range** | Salary is commensurate with education and experience. |
| **Position Summary** | The University Exploratory Studies Program (UESP), Office of Academic Achievement, invites applications for a part-time (.49FTE), 12-month, academic wage salaried position. This position is anticipated to last 6 months.  The Consultant -Academic Advisor provides direct academic and career exploration advising to students in the University Exploratory Studies Program (UESP), including monitoring students’ progress throughout the program and maintaining appropriate program records and resource materials. The Consultant-Academic Advisor also supports UESP coordinators with programs and projects related to ALS 114 Career Decision Making and EXPLORE – UESP’s Living Learning Community in Callahan Hall. The Consultant-Academic Advisor reports directly to the Head Advisor of UESP, and the individual in this position will uphold the mission of the Academic Success Center to support the success efforts of OSU students. |
| **Position Duties** | 90% — Provide direct academic advising service and major exploration guidance to OSU on-campus and e-campus undergraduates and serve as a referral agent for students needing services beyond academic advising. Maintain professional standards of practice through participation and involvement in continuing education and professional development activities. Maintain up-to-date files and records, as well as written reports and job-related data at the request of the Head Advisor. As needed, assist with instruction of Academic Learning Services (ALS) 114 Career Decision Making and/or EXPLORE – UESP’s exploration-themed Living Learning Community.  5% -Represent UESP at various recruitment and orientation events such as Fall Preview, Beaver Open House, START, and CONNECT, and meet individually with prospective OSU students. Assist with other UESP and Academic Success Center (ASC) outreach as needed. Help with marketing and promotion of UESP and the ASC. Other duties as assigned  5% – Expand and enhance cultural competency and diversity efforts in the Academic Success Center, University Exploratory Studies Program, and the University. |
| **Additional Required Qualifications** | Bachelor’s Degree from an accredited college or university.  Understanding of student development theory and national best practices in academic advising and support  Demonstrated experience in academic advising of undergraduate students  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. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement. |
| **Preferred (Special) Qualifications** | Masters degree in College Student Services Administration, Counseling, Higher Education Administration, or related field.  Ability to prioritize competing demands  Experience in administering career interest and preferences assessments (e.g. Strong Interest Inventory, Myers Briggs Type Indicatory) in a group or individual setting  Excellent oral and written communication skills  Demonstrated multicultural/cross-cultural competency and commitment to promoting and enhancing diversity |
| **Working Conditions / Work Schedule** | Worksite is in an open office area with heavy traffic flow and constant activity; ability to focus concentration is essential.  Conditions can be especially stressful during peak advising periods the second half of each term.  Frequent contact and work with a variety of faculty, staff and students. Regular handling of confidential information according to Oregon statutes and FERPA.  Requires working at a computer terminal and working for multiple staff requiring support and appointment scheduling. |
| **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**

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| **Posting Number** | P00362AW |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 01/08/2018 |
| **Anticipated Appointment End Date** | 06/30/2018 |
| **Posting Date** | 12/28/2017 |
| **Full Consideration Date** |  |
| **Closing Date** | 01/05/2018 |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants |
| **Special Instructions 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: Kerry Kincanon at Kerry.kincanon@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. 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

**Optional Documents**

1. Professional References