**Experiential Learning & Academic Advisor**

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

To ensure full consideration, applications must be received by August 7, 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. The anticipated starting salary will be $45,000 – $55,000. Starting salary within the salary range will be commensurate with skills, education, and experience. 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: Eric Kirby, eric.kirby@oregonstate.edu. 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. 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.

**Position Details**

|  |  |  |
| --- | --- | --- |
| Position Information | | |
| **Department** | | Earth, Ocean & Atmo Sci (OAS) |
| **Position Title** | | Coordinator-Internship |
| **Job Title** | | Experiential Learning & 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** | | 36,228-61,560 |
| **Position Summary** | | The College of Earth, Ocean, and Atmospheric Sciences is seeking an Experiential Learning & Academic Advisor. This is a full-time 1.00 FTE, 12-month, fixed term professional faculty position. Reappointment is at the discretion of the Dean.  The College of Earth, Ocean, and Atmospheric Sciences (CEOAS) Experiential Learning and Academic Advisor coordinates internship, undergraduate research, and other career-related experiences for undergraduate majors in CEOAS (~800). The Experiential Learning and Academic Advisor works to establish relationships and mutual expectations between internship/research partners and the student, and has the responsibility for determining which experiential learning opportunities meet program degree requirements. This individual directly advises a portion of students on their academic requirements and progression. Moreover, by working strategically with diverse colleagues, students, and community, the individual in this position works to create and promote new and existing internship and research opportunities.  The student population served by the Experiential Learning Coordinator includes both those taking classes on the Oregon State University (OSU) campus and those enrolled through OSU’s Ecampus, supporting a diverse group of learners. This individual participates in recruitment and retention efforts, including participation in START (OSU’s new student orientation, advising and registration program, which occurs in summer). Important aspects of the work include developmental advising, attention to detail, compliance with Family Educational Rights and Privacy Act (FERPA) rules and regulations related to accessing student records and confidentiality, and frequent contact with other units at the University and partners outside the University.  The College of Earth, Ocean, and Atmospheric Sciences provides a core instructional role at OSU, supporting the ideals of learning, discovery, and engagement that are the foundation of a land, sea, space, and sun-grant university. The College embraces instruction and research in disciplines ranging from the physical to the biological sciences. The College of Earth, Ocean, and Atmospheric Sciences (http://ceoas.oregonstate.edu/) is committed to partnering with industry and public agencies to address some of the most compelling challenges of today and tomorrow, and bring those experiential opportunities to undergraduate CEOAS students. |
| **Position Duties** | | 55% – Experiential Learning Coordination:  Coordinates internships, undergraduate research and other experiential learning opportunities towards degree completion and career preparation for undergraduates in the College.  Communicates new internship and research opportunities; identifies and coordinates with potential internship or research partners to foster the development of regular opportunities for students to complete internships with said partners. Communicates with internship/research partners to align expectations and discuss educational opportunities afforded by prospective internships. Evaluates internships upon completion in liaison with partners, Program Heads, and the student. Works as part of a team to provide consistent process, information and evaluation of the Corvallis campus and Ecampus student internships and interns.  Coordinates and tracks undergraduate research within the College, including senior theses and research positions.  Tracks internship and research placements and provides summary data to CEOAS administration, faculty and staff as needed.  Maintains web content related to internships/experiential opportunities.  Compiles weekly postings of job and internship/research opportunities and posts to CEOAS undergraduate email lists.  Assists in maintaining student records.  Facilitates student-faculty research opportunities (e.g. networks, research mixers, etc.).  May serve as instructor for the ENSC 407 course “Student to Professional: Backpack to Briefcase."  Assists students in making decisions concerning personal educational and career goals, serves as liaison between the student and the internship supervisor. Approves student registration, organizes reporting requirements, obtains and files final internship reports from the student and the internship supervisor, and assists with grades.  40% – Academic Advising: Provides primary advising for CEOAS majors and minors, enrolled on campus and through Ecampus, pertaining to their academic planning and progress utilizing professional advising skills. Clarifies University academic policies and procedures to assist students in making decisions concerning personal educational goals leading to graduation. Maintains detailed and accurate student records using web based Student Information System (SIS), NOLIJ, and Degree Works.  Advising includes but is not limited to the following:   1. Helps students match their personal strengths and interests with opportunities within the University curriculum, both in general and within the degree program in particular; 2. Assesses previous course work relative to degree requirements; 3. Advises on course selection and timelines; 4. Helps students overcome problems that hinder their academic performance; 5. Carries out degree audits for students enrolled in these majors.   Meets with prospective students. Participates in student orientation programs throughout the year, including summers. Collaborates with other CEOAS advisors and advising student services support staff to prepare advising materials such as graduation checklists and program bulletins, align advising practices, and work as a team to address student needs (address, discuss, implement); stay aware of content on website, in catalog, and program materials to communicate appropriately when updates are needed; supports diverse population of learners with varying needs; and maintains student records.  Interacts across campus to understand services and opportunities available to students.  5% – Service:  Serves on college and university committees related to undergraduate experiential learning. Performs other duties as assigned. |
| **Minimum/Required Qualifications** | | Graduate degree in discipline of choice and two years of experience working with college students **OR** Bachelor’s degree in discipline of choice and four years of experience working with college students.  Excellent written and oral communication skills implemented in person, via telephone, and through email.  Ability to make independent decisions and solve problems using available resources.  Ability to maintain cooperative working relationships with a variety of individuals and partners both on and off campus.  Ability to work in a changing environment.  Competency with computer applications including: Microsoft Office Suite, Google Apps, as well as with use of web browsers.  Ability to maintain detailed and accurate student records using on-line student information systems and electronic file storage.  Must demonstrate independence and ability to take initiative in organizing programs, planning events, preparing materials, and communicating with key contacts and stakeholders.  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** | | Undergraduate or graduate degree in Environmental Sciences, Earth Sciences areas, Geography, or related disciplines.  Previous experience with experiential learning programs and/or retention programs.  Previous experience working with undergraduates advising, teaching, in student activities, or career counseling.  Experience with OSU’s Ecampus or another distance degree program.  Previous experience with OSU policies, procedures, and requirements.  Demonstrated success supporting/working with diverse learners from a variety of backgrounds. |
| **Working Conditions / Work Schedule** | | This position requires occasional travel and the ability to work evenings and/or weekends as needed. |
| **This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.** | | No |
| Posting Detail Information | | |
| **Posting Number** | P02360UF | |
| **Number of Vacancies** | 1 | |
| **Anticipated Appointment Begin Date** | 09/10/2018 | |
| **Anticipated Appointment End Date** |  | |
| **Posting Date** | 07/23/2018 | |
| **Full Consideration Date** | 08/07/2018 | |
| **Closing Date** | 08/23/2018 | |
| **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 August 7, 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.  The anticipated starting salary will be $45,000 – $55,000. Starting salary within the salary range will be commensurate with skills, education, and experience.  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: Eric Kirby, eric.kirby@oregonstate.edu.  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.  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. | |

**Supplemental Questions**

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

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**