**Consultant- Academic Advisor**

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**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. 3) A statement indicating how your education and experiences will help the College of Engineering advance their diversity and inclusion goals. 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 (Upload as "Professional References" if not included in your resume). For additional information please contact: Michelle White at Michelle.White@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**

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| Position Information | | |
| **Department** | | College of Engineering (ENG) |
| **Position Title** | | Consultant-Acad Advisor/Couns |
| **Job Title** | | Consultant- 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** | | Salary Commensurate with Education and Experience. |
| **Position Summary** | | The College of Engineering is seeking between one and four highly qualified academic advisors to provide engineering students with advising support including but not limited to orientation, academic success strategies, career planning, course programming, and degree completion. This is a full-time (1.00 FTE), 12-month, fixed term professional faculty position. Reappointment is at the discretion of the Dean.  Positions will have primary responsibility for academic advising in either our centralized first-year model or within one of the College of Engineering schools, in addition to supporting the College in one or more of the following areas: assessment of advising, career explorations and integrative academic/career advising, early warning/intrusive advising, international student advising, COE living and learning community, and working with students in academic difficulty.  The advisor monitors student progress and suggests corrective action when the student encounters academic difficulty. The advisor coordinates with other University departments regarding undergraduate academic courses that support degree programs. The advisor is a source of information for prospective students, and actively recruits students through participation in various University and College sponsored orientations and events. The advisor also works with student information systems and various data files and sources and prepares a wide variety of reports using multiple databases and spreadsheets. The advisor keeps abreast of University and College policies, procedures, rules, and regulations to assist students in meeting academic requirements. The advisor may assume a leadership role that supports academic programs and special projects.  All positions support the primary mission of the University, the College of Engineering (COE), and academic services. Some evening and weekend work may be required. |
| **Position Duties** | | 70%- Direct advising to engineering students (undergraduate)  Monitor academic progress of up to 300 engineering students. Assist students with academic program planning, course selection and registration, resource connections, and exploration of experiential learning opportunities. Provide advising that helps students connect their skills, abilities, and interests with their academic and career goals. Provide intrusive advising for students experiencing academic difficulty.  20%- Administrative advising duties Advisor will be assigned specific areas to coordinate related to advising and student services in a specialty area. (I.e.- assessment of advising, early alert, living learning communities, orientations, internships, international, etc.)  10%- Records, Data Management, Other duties Maintain accurate electronic notes and records of students’ progress in MyDegrees system, attends regular staff meetings, participate in campus-wide committees tied with academic advising or specialty areas. |
| **Minimum/Required Qualifications** | | • Bachelor’s degree from an accredited institution • Competency and/or experience working with people from diverse backgrounds and cultures • Outstanding demonstrated oral and written communication skills • Strong interpersonal skills; Demonstrated ability to work effectively with employers, students, staff, faculty, and administrators • Ability to communicate effectively verbally in front of small and large groups and to provide workshops, trainings and outreach programs • Experience in academic advising, admissions counseling, academic support programs or a combination of those areas with another student contact area • Demonstrated computer skills including proficiency with word processing, spreadsheet, email, databases, and presentation software |
| **Preferred (Special) Qualifications** | | • Bachelor’s degree from an accredited institution in STEM discipline and Education or Masters degree in College Administration, Education, or STEM field • Employment as a professional academic advisor in a college or university setting for two or more years • Direct experience working with first-year college students in academic advising, teaching, or student development position • Professional experience assisting international students • Knowledge of student development theory and intrusive advising strategies |
| **Working Conditions / Work Schedule** | |  |
| **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** | P02298UF | |
| **Number of Vacancies** | 1 | |
| **Anticipated Appointment Begin Date** | 08/15/2018 | |
| **Anticipated Appointment End Date** |  | |
| **Posting Date** | 06/27/2018 | |
| **Full Consideration Date** |  | |
| **Closing Date** | 07/17/2018 | |
| **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.  3) A statement indicating how your education and experiences will help the College of Engineering advance their diversity and inclusion goals.  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 (Upload as “Professional References” if not included in your resume).  For additional information please contact: Michelle White at Michelle.White@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 (\*).

1. \* The College of Engineering is committed to fostering an inclusive learning and working environment. What experiences have you had working with diverse populations? As an academic advisor, how would you support these student populations at Oregon State University in the College of Engineering?

(Open Ended Question)

1. \* When you think about a student’s life cycle starting with first year orientation through graduation, where do you see yourself making the most impact on their experience? What transitions would you feel most skilled at helping a student through as they navigate their major and coursework at OSU?

(Open Ended Question)

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter
3. Diversity Statement

**Optional Documents**

1. Professional References