**First Year Experience Program Coordinator**

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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) The names and current phone numbers and email addresses of at least three (3) professional references. (Upload as "Professional References" if not included with your Resume.) 4) Since multicultural/cross-cultural competence and demonstrated commitment to promoting and enhancing diversity is a minimum qualification for the position, we would like each applicant to provide a short (2-3 paragraph) response to this prompt: What does social justice mean to you, and how do you think it relates to teaching and learning in classroom, residential education and academic advising settings? (Upload your response as an “Other” Optional Document) 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** | Coordinator-Academic Program |
| **Job Title** | First Year Experience Program Coordinator |
| **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** | 47,820-53,004 |
| **Position Summary** | The University Exploratory Studies Program (UESP) is seeking a First Year Experience Program Coordinator. This is a full-time (1.00 FTE), 12-month, fixed term professional faculty position. Reappointment is at the discretion of the Director.  The University Exploratory Studies Program (UESP) is the academic home at Oregon State University (OSU) for undecided/exploratory student who have chosen to explore major options before declaring.  The Coordinator of the FYE Program in UESP develops and supervises unit projects related to the first year experience (FYE) and first year student success including but not limited to serving as lead for UESP in the S.T.A.R. first year intervention and retention program and supporting UESP’s new student orientation efforts. The coordinator also holds primary responsibility for organizing and facilitating EXPLORE, our exploration-themed, residential, first-year student Living-Learning Community that we’ve developed in partnership with University Housing and Dining Services. The coordinator provides direct academic and career exploration advising to students in UESP, including monitoring students’ progress throughout the program and maintaining appropriate program records and resource materials, and also may help teach the ALS 114 Career Decision Making class on an as-needed basis. The coordinator works cooperatively with university units and colleges in serving the educative needs of OSU students. This position reports to the Director of UESP. |
| **Position Duties** | 40% – Provide direct professional academic advising services to a diverse population of undeclared majors 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 activities as well as a general understanding of OSU’s colleges and majors. Maintain up-to-date files, written reports and job-related data.  45% – Lead unit efforts and projects for the UESP FYE Program related to First Year Student success and engagement. This includes assuming lead responsibility for unit efforts in Early Alert, S.T.A.R initiative (Intervention for first-year students on Academic Warning/Probation), the Welcome Week event for UESP students, the curriculum and programming for the EXPLORE residential Living-Learning Community for first-year students, and any new programs that evolve as a result of institutional FY experience efforts. Represent UESP on committees related to FYE. Supervise GTA’s, graduate level interns, and potentially undergraduate students enlisted to support advising and FYE efforts. May include instruction of a section of ALS 114 Career Decision Making as the need in the unit arises.  10% – Represent UESP at various recruitment and orientation events such as Spring Previews, Beaver Open House, START, Welcome Week. Engage in pertinent University service.  5% – Expand and enhance cultural competency and diversity efforts in the Office of Academic Achievement, University Exploratory Studies Program, and the University. |
| **Minimum/Required Qualifications** | Master’s Degree in College Student Services Administration, Education, Counseling or related fields.  Two years of professional experience either in academic advising of or in academic programming for first-year students in a higher education setting.  Experience with event program planning and design in a higher education setting.  Understanding of student development theory and national best practices in academic support.  Experience in teaching or another type of sustained group facilitation in a higher education setting.  Demonstrated multicultural/cross-cultural competency and 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 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** | Ability to prioritize competing demands.  Experience working in Residential Life in higher education.  Three or more years professional experience as an academic advisor.  Experience in administering career interest and preferences assessments (e.g. Strong Interest Inventory, Myers Briggs Type Indicatory) in a group or individual setting.  Background in working with cohort-based learning experiences in higher education.  Experience with program assessment.  Excellent oral and written communication skills. |
| **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** | P01935UF |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 05/01/2018 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 02/26/2018 |
| **Full Consideration Date** |  |
| **Closing Date** | 03/19/2018 |
| **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) The names and current phone numbers and email addresses of at least three (3) professional references. (Upload as “Professional References” if not included with your Resume.) 4) Since multicultural/cross-cultural competence and demonstrated commitment to promoting and enhancing diversity is a minimum qualification for the position, we would like each applicant to provide a short (2-3 paragraph) response to this prompt:  What does social justice mean to you, and how do you think it relates to teaching and learning in classroom, residential education and academic advising settings? (Upload your response as an “Other” Optional Document)  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 (\*).

1. What does social justice mean to you, and how do you think it relates to teaching and learning in classroom, residential education and academic advising settings?

(Open Ended Question)

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter
3. Other Document 1 (see Special Instructions)

**Optional Documents**

1. Professional References