**Student Services Manager for Transfer Students**

**|**

**|**

**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: Laura Shimabuku at Laura.Shimabuku@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. The anticipated starting salary will be $40,000- $47,000. 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. This position requires driving a university vehicle or a personal vehicle on behalf of the university; therefore, the incumbent must successfully complete a motor vehicle history check, possess and maintain a current, valid driver's license in their state of residence, be determined to be position qualified and self-report convictions as per University Policy 05-030 et seq. Offers of employment are contingent upon meeting all minimum qualifications including the motor vehicle check requirement.

**Position Details**

**Position Information**

|  |  |
| --- | --- |
| **Department** | AssocProv Enrollmnt Mgmt (XEM) |
| **Position Title** | Coordinator-Stud Outrch & Retn |
| **Job Title** | Student Services Manager for Transfer Students |
| **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** | $40,000- $47,000 |
| **Position Summary** | The Office of Enrollment Management is seeking a Student Services Manager for Transfer Students. This is a full-time (1.0 FTE), 12-month, fixed term professional faculty position. Reappointment is at the discretion of the Associate Provost.  The Student Services Manager for Transfer Students builds and maintains campus networks to advocate for and assist transfer students in finding needed resources.  The incumbent must be able to explain OSU policies, admissions criteria, registration articulation, and financial aid application procedures. The SSM identifies systemic barriers faced by transfer students and works in conjunction with the Associate Director for resolution.  The SSM liaisons with HS Administrators to facilitate early college programs, he/she is the primary contact for partner high school and community college, students and their families. The SSM works to educate campus on the needs of transfer students. Transfer Students are integral to OSU’s enrollment plan and critical to meeting current and future enrollment goals. The Student Services Manager for Transfer Students reports to the Associate Director for Enrollment Management |
| **Position Duties** | 45% Assist and advocate for Transfer Students Use knowledge of OSU policies, timelines, admissions criteria, registration, articulation, and financial aid application procedures to advise transfer students and to help them identify appropriate resources. Identify systemic barriers that Transfer Students face and work in conjunction with AD to seek solutions.  Help students in special programs, i.e early college, navigate processes.  25% Programming Represent transfer student and university interests in resolving transfer issues.  Assist with DPP lab during START and CONNECT. Participate in orientation sessions (START, CONNECT, Etc.)  Serve as primary contact for partner high schools and community colleges, students and their families for early college programs.  15% Recruiting  Support the OSU transfer student recruitment strategy in collaboration with Office of Admissions.  Participate in the Oregon Transfer Days community college tour, representing OSU, DPP and Ecampus.  Provide support for early college high school programs and events.  5% Assessment  Provide feedback regarding transfer enrollment trends and student demographics, and student outcomes for both campus-based and distance degree seeking participants. Review academic regulations and institutional policies and procedures for effective, equitable efficiency for the success of Transfer students.  Regularly review institutional policies and procedures to identify areas for improved student services.  5% Training  Assist in planning bi-annual Degree Partnership Summit.  Contact partner representatives regularly and respond promptly to issues that arise.  Promote programs among OSU and partner institutions.  Participate in term meetings with partner institutions.  5% Other duties as assigned. |
| **Minimum/Required Qualifications** | Bachelor’s degree in discipline of choice.  Knowledge of course articulation and academic advising.  Strong interpersonal skills that allow the person in the position to collaborate with a diverse population.  Experience advising students.  Computer skills.  Ability to think clearly under pressure and to work with individuals from various cultures. Handle difficult inter-personal situations with tact and diplomacy.  Ability to interpret, apply, and explain complex information.  Experience working with confidential information.  A demonstrable 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.  This position requires driving a university vehicle or a personal vehicle on behalf of the university; therefore, the incumbent must successfully complete a motor vehicle history check, possess and maintain a current, valid driver’s license in their state of residence, be determined to be position qualified and self-report convictions as per University Policy 05-030. |
| **Preferred (Special) Qualifications** | A combination of experience in an administrative role in Admissions, Financial Aid, Registrar’s Office, Student Success, distance education/online learning or academic articulation, academic advising.  In depth knowledge of transfer student issues.  Experience as a transfer student. |
| **Working Conditions / Work Schedule** | Typically office work with moderate amount of travel required. |
| **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** | P01984UF |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 05/01/2018 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 03/16/2018 |
| **Full Consideration Date** |  |
| **Closing Date** | 04/15/2018 |
| **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: Laura Shimabuku at Laura.Shimabuku@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.  The anticipated starting salary will be $40,000- $47,000.  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.  This position requires driving a university vehicle or a personal vehicle on behalf of the university; therefore, the incumbent must successfully complete a motor vehicle history check, possess and maintain a current, valid driver’s license in their state of residence, be determined to be position qualified and self-report convictions as per University Policy 05-030 et seq. Offers of employment are contingent upon meeting all minimum qualifications including the motor vehicle 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