**Consultant-Academic Advisor**

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

To ensure full consideration, applications must be received by August 26, 2019. 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. 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: Brett Jeter at brett.jeter@oregonstate.edu • Starting salary within the salary range will be commensurate with skills, education, and experience. • The anticipated starting salary will be $49,000 - $51,000. 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/Counselor |
| **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** | | The anticipated starting salary will be $49,000 - $51,000 |
| **Position Summary** | | The College of Engineering is seeking between two and five highly qualified Academic Advisors. This is a full-time 1.0 FTE, 12-month, fixed term professional faculty position. Reappointment is at the discretion of the School Head.  Academic Advisors provide engineering students with advising support including but not limited to orientation, academic success strategies, career planning, course programming, and degree completion. The positions will have primary responsibility for academic advising in one of the following schools:  School of Mechanical, Industrial, and Manufacturing Engineering (MIME) advising serves around 1800 undergraduates with a focus on preparing the next generation of mechanical, industrial, manufacturing, materials, robotics and energy systems engineering professionals; and performing leading-edge research that ensures a better future for our state, nation, and world.  School of Electrical Engineering and Computer Sciences (EECS) advising serves around 3600 undergraduate students split between and on-campus and online delivery method. The School of EECS’ mission is to provide a comprehensive, state-of-the-art education that prepares students to be successful in engineering practice, advanced studies, and research. Advisors in EECS may have a focus on one primary deliver method or a combination of the two.  Additional opportunities for other school may arise during this process.  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 requirements. The advisor may assume a leadership role that supports academic programs and special projects.  In addition to direct academic advising in the school, advisors support 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, and working with students in academic difficulty. |
| **Position Duties** | | **70% Direct advising to engineering students (undergraduate)** -Monitor academic progress of up to 350 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, training and outreach programs * Experience in academic advising, admissions counseling, academic support programs, resident life or a combination of those areas with another student contact area * Demonstrated computer skill including proficiency with word processing, spreadsheets, email, databases, and presentation software   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. Offers of employment are contingent upon meeting all minimum qualifications including the criminal history check requirement. |
| **Preferred (Special) Qualifications** | | * Two or more years of full-time employment as a professional academic advisor in a college or university setting * Direct experience working with college students in academic advising, teaching, or student development position * Professional experience assisting international students * Knowledge of student development theory and intrusive/proactive advising strategies * Master’s degree in College Administration, Advising, Education or STEM field   A demonstrable commitment to promoting and enhancing diversity |
| **Working Conditions / Work Schedule** | | Office, meeting space, full time with occasional evening and weekends |
| **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** | P03230UF | |
| **Number of Vacancies** | 2-5 | |
| **Anticipated Appointment Begin Date** | 09/09/2019 | |
| **Anticipated Appointment End Date** |  | |
| **Posting Date** | 07/31/2019 | |
| **Full Consideration Date** | 08/26/2019 | |
| **Closing Date** | 09/06/2019 | |
| **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 26, 2019. 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.  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:  Brett Jeter at brett.jeter@oregonstate.edu  • Starting salary within the salary range will be commensurate with skills, education, and experience. • The anticipated starting salary will be $49,000 – $51,000.  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. \* With the College of Engineering hiring multiple positions in different schools, please indicate your preference as to the school you are interested in and why.

(Open Ended Question)

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**