**Position Details**

Position Information

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| **Department** | College of Business Dept (BUS) |
| **Position Title** | Instructor/Consultant-Career Counselor |
| **Job Title** | Instructor and Program Manager for Student Engagement |
| **Appointment Type** | Academic Teaching/Research 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 to Commensurate with Education, Training and Experience |
| **Position Summary** | **The College of Business is seeking an Instructor (.75 FTE) fixed-term position and Program Manager for Student Engagement (.25 FTE). This is a full-time (1.0 FTE), 12-month, academic/professional faculty position.**  The position reports directly to the Assistant Director for Student Engagement in the College of Business. The purpose of this position is to provide instruction within the College’s upper-level Blueprint courses, overall management and supervision for assigned programs and coaching and mentoring support for major exploration, academic success, and career exploration at both the undergraduate and graduate levels. The incumbent will hold two appointments, a 0.75 FTE fixed-term position as Instructor and a 0.25 FTE professional faculty position, reflecting job duties in both the academic and administrative arenas.  This position is responsible for the instruction, curriculum development, classroom management, and overseeing academic projects as part of upper-level Blueprint courses. This position is also responsible for the coordination of tasks that provide wrap around services for College of Business students including: recruitment support, professional development programming, course curriculum, and maintaining best practices for retention and placement efforts within the College of Business, as well as other assigned programs within Career Success and Student Engagement.  This position will participate in strategic planning efforts that support the mission, vision, and goals for the College of Business as it pertains to the Blueprint program, professional development programming, and related career success initiatives. |
| **Position Duties** | **Blueprint Classroom Management and Programming – 67.5%**   * Supports and teaches within the Blueprint series (large lecture courses taught in multiple modalities taught online, in-person, and remote-hybrid). * Takes lead on developing, managing, and implementing professional development programming, including curricular and co-curricular components. * Trains, supervises/mentors, and evaluates student teaching assistants. * Works with Student Engagement’s staff, student workers and faculty to identify and implement enhanced events tied to the Blueprint Series to promote the success of students in collaboration with faculty, alumni and industry representatives. * Interacts with a variety of internal and external customers (e.g., staff, student assistants, business owners, students and their families, companies, outside speakers, faculty, classified and administrative personnel in the college and throughout the university, vendors, and program sponsors) by phone, in person, electronically (website/email), etc.   **Student Services Support – 22.5%**   * Supports academic and financial education and major and career exploration for business and design students. * Assists students through providing 1-on-1 coaching sessions around topics related to major exploration, academic success, and career exploration. * Develops processes related to supporting students in securing and accepting internship and job offers. * Collects and analyzes data and recommends programming and process improvements accordingly. * Participates in the coordination and organization of on-campus and virtual events. * Provides targeted information and resources for specific majors and interest groups to students, recent alumni, faculty, and staff as needed.   **Service/Professional Development – 10%**   * Serve on college and/or university committees, attend professional conferences or other trainings, and attend college and/or university events as required. * Collaborates with the Assistant Director of Student Engagement in planning programs that contribute to the program’s mission. * Plans, assigns, and reviews work regarding program logistics, and provides coordination and expertise to the program. Coordinates student work schedules and trains, supervises/mentors, and evaluates student assistants. Disciplines or effectively recommends discipline. * Writes letters of recommendation, as requested. |
| **Minimum/Required Qualifications** | * Master’s degree in Business, Education, College Student Services and Administration, or a closely related field from an accredited university. * A demonstrated commitment to promoting and enhancing diversity. * Demonstrated record of effective teaching at an accredited university. * Demonstrated knowledge of best practices in higher education career planning and education. * Excellent communication skills (both written and verbal). * Excellent teamwork skills and Collaboration skills. * Experience with management and supervision at an accredited university. * High computer proficiency; required qualifications include: strong MS office experience with Word, PowerPoint, Excel and working knowledge of Outlook and Windows/Mac. * Ability to maintain professional decorum, as well as know or can demonstrate ability to learn and work within OSU system. * 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. |
| **Preferred (Special) Qualifications** | * Previous experience teaching in a large (100+) lecture class * Previous experience in career-related programing at an accredited college or university * Previous experience in major exploration and career-related services. * An ability and willingness to learn new programs and applications quickly. * Ability to juggle multiple tasks and responsibilities, prioritize appropriately, pay careful attention to details, and meet deadlines. * Ability to work with ambiguity. |
| **Working Conditions / Work Schedule** | * The incumbent is responsible for maintaining a flexible work schedule. * Some evening and weekend work is 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

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| **Posting Number** | P05398UF |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 05/23/2022 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 03/30/2022 |
| **Full Consideration Date** | 04/24/2022 |
| **Closing Date** | 04/24/2022 |
| **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 **April 24, 2022**. 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.  3) Statement of Teaching  4) Diversity Statement  Starting salary within the salary range will be commensurate with skills, education, and experience.  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:  Vaerine Bauder [Vaerine.Bauder@oregonstate.edu](mailto:Vaerine.Bauder@oregonstate.edu) 541-713-8040  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.  OSU is committed to the health of our local and global community. All employees and students are required to comply with the university’s COVID-19 Vaccination Program. Please visit [https://covid.oregonstate.edu/](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcovid.oregonstate.edu%2F&data=04%7C01%7CRobbin.Sim%40oregonstate.edu%7C5eb94647a89049c6aaf708d973d8e37a%7Cce6d05e13c5e4d6287a84c4a2713c113%7C0%7C0%7C637668197621171558%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=PqQF1mlDKImZhvUYXY6tWORiX8rFAcFQQeIiwvwgKn4%3D&reserved=0) for additional information about OSU’s plans for safety and success, as well as options for compliance with the vaccination program.  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
3. Statement of Teaching
4. Diversity Statement