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Posting Details

Posting Number:	6000529
Job Title:	Academic Advisor/Learning Specialist, UC/New Student Programs
Position Type:	Staff
Union:	PSA/NEA - Professional Staff Assoc
Status:	Full-time Limited
Department:	University College
Duties and Responsibilities:	<p>Position is limited to 6-30-12 with extension contingent on funding.</p> <p>BASIC FUNCTION:</p> <p>Responsible for assisting the Coordinator, University College/Orientation with managing and delivering programs and services to provide a distinctive freshman year experience. Programs include, but are not limited to, orientation, freshmen seminar courses, early intervention advising and outreach, retention data collection and analysis, academic support programs (e.g., academic skills and academic counseling), freshmen honors society, and parent support programming.</p> <p>ESSENTIAL DUTIES AND RESPONSIBILITIES:</p> <p>Assist with early intervention advising and outreach, and with retention data collection and analysis through MAP-Works program and other collection tools.</p> <p>Assist the Coordinator and other University College staff with the development and implementation of freshmen seminar courses, including, but not limited to, curriculum, staffing, scheduling, and mentor selection, training and development.</p> <p>Assist the Coordinator with directing, staffing, and overseeing orientation programs for new students.</p> <p>Maintain departmental websites.</p> <p>Serve as the departmental liaison for the implementation and use of ALEKS, the math placement assessment tool.</p> <p>Work with Enrollment Management staff, University faculty, and academic advisors to manage seats in first-semester freshmen learning communities and freshmen-specific course initiatives.</p> <p>OTHER DUTIES AND RESPONSIBILITIES:</p> <p>Advise the freshmen honors society, Phi Eta Sigma.</p> <p>Assist the Coordinator in support programming and outreach to new students' families.</p> <p>Teach a section of the freshman seminar course.</p> <p>Support sophomore experience programs and services, as assigned.</p> <p>Participate, as needed, in programs and services supporting the recruitment of new students.</p> <p>Serve on University committees, as assigned.</p> <p>Perform other duties as required.</p> <p>LICENSES, TOOLS AND EQUIPMENT:</p> <p>Personal computers, printers; word processing, database and spreadsheet software.</p>
Required Qualifications:	<p>REQUIRED QUALIFICATIONS:</p> <ol style="list-style-type: none"> 1. Master's degree; 2. Minimum of two years' experience in orientation and/or first-year student programming in a higher education setting (may include work as a graduate assistant and part-time);

3. Demonstrated experience in effectively completing detail-intensive work, in managing multiple logistics, in working in a customer-service driven environment;
4. Demonstrated proficiency with data analysis and reporting;
5. Demonstrated excellent teaching or advising ability, interpersonal and written and oral communication skills;
6. Demonstrated ability to coordinate and supervise staff;
7. Demonstrated computer skills using Microsoft Word, Excel, and database software and SPSS or equivalent software.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

Position Number:	108285
Preferred Qualifications:	<p>PREFERRED QUALIFICATIONS:</p> <ol style="list-style-type: none"> 1. Master's degree in higher education administration, student personnel, education, psychology, business, or related field; 2. Demonstrated experience working with a multicultural population with a student-centered approach; 3. Demonstrated experience with retention-specific data analysis & reporting
Environmental Conditions:	<p>ENVIRONMENTAL CONDITIONS:</p> <p>The incumbent is not substantially exposed to adverse environmental conditions. Work includes nights and weekends, as needed.</p>
Posting Date:	08-05-2011
Closing Date:	08-26-2011
	(This date includes grace period if applicable.)
Special Instructions to Applicants:	<p>Please attach your cover letter and resume in PDF format. In your resume, please provide the contact information (phone numbers and email addresses) for 3 references.</p> <p>Position is limited to 6-30-11 with extension contingent on funding.</p>
Pay Rate:	\$47,117 - \$58,949
Pay Grade Level:	10
Physical Demands	
Campus Location:	Kingston
Building(s):	
Work Hours:	

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