

Position Vacancy Announcement

ACADEMIC ADVISOR (PART-TIME)

College of Arts and Sciences

Position Summary

The Academic Advisor (part-time) will be one of the team of professional academic advisors in the College of Arts and Sciences. This position will work with students on their academic program, check students out for graduation, work with students on exceptions, problems, substitutions and waivers and refer students to appropriate academic units for additional services. The individual will advise students in BA and other programs.

Additionally, this advisor will be part of the recruitment and retention efforts of the College and maintain longitudinal data on retention efforts and successes. Additional responsibilities will include orientation and registration in the summer, working with suspended and dismissed students and maintaining contact with students who have interrupted their study at BGSU. As do other members of the advising staff, this individual will be required to spend extra efforts with students at risk. This individual may be assigned to a satellite advising location.

Essential Duties, Tasks and Responsibilities

This list of essential duties and responsibilities is not all-inclusive. The individual will perform other essential duties as assigned.

- Manages BA and other programs. Advises students, performs degree audits, checks students for graduation.
- Works with Dean and Associate Dean on new initiatives associated with retention, recruitment, at-risk students, innovative programs that are transformative.
- Performs academic advising and advising services in the college office. Advises undecided students as needed, works with students at risk, serves as a referral agent to all students, involved in college recruitment initiatives. Assists with report generation. Communicates with other college offices and services offices (athletics, academic enhancement, student support services, CMAA and more).
- Represents the College of Arts & Sciences office on University Committees and Professional Organizations.
- Additional duties including: represents the College of Arts and Sciences and interacts with administrators at all levels of the University.

This list of essential duties, tasks and responsibilities is not all-inclusive; individual will perform other related duties as assigned.

Knowledge, Skills and Abilities

- Extensive knowledge of Bowling Green State University's academic policies and procedures. *
- Knowledge of all Arts and Sciences undergraduate programs.
- Strong interpersonal skills.
- Extensive organizational skills.
- Interest in working with students and having a sympathetic interest in their problems.
- Ability to delegate.
- Computer knowledge, particularly familiarity with web pages, Blackboard, CICS.

* This information may be acquired after being hired.

Minimum Qualifications

Master's degree required. One degree should be in an arts and sciences discipline. Two years of academic advising experience in a college or university setting. Knowledge of College of Arts & Sciences programs and related careers. One year of experience with computer technology and web pages.

Salary

Part-time (30 hours per week, 12 months) administrative staff positions available. Administrative grade level 14; minimum starting salary \$29,031 (12 month). Salary is commensurate with education and experience. No benefit package is available.

To Apply

Submit cover letter w/email address, resume, and contact information for three professional references postmarked by August 14, 2009 to:

Office of Human Resources (Search J-61480)
100 College Park Office Building
Bowling Green State University
Bowling Green, OH 43403-0201

(Official transcript(s) and letters of recommendation will be required of final candidates.)

Ohio law (OCR 2909.34) requires that if you are selected for an on-campus interview for the position you will be required to complete a Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization (DMA) form. Information on this form will be provided to you by the hiring department and must be completed PRIOR to your interview. You will find a link to the DMA form as well as additional information from the following web site: <http://www.homelandsecurity.ohio.gov/dma.asp> or on the Office of Human Resources web site at: <http://www.bgsu.edu/offices/ohr>

Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer.

We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities.

BGSU hires only individuals authorized to work in the United States.

For information regarding BGSU's crime statistics, please visit Public Safety's website at www.bgsu.edu/offices/safety.

