

## Position Vacancy Announcement

### **Director of Student Academic Advising College of Health & Human Services**

Bowling Green State University

#### **Position Summary**

The Director contributes to the Mission and Strategic plan of the College of Health and Human Services by providing leadership, supervision, and evaluation of the advising activities and interventions of the professional advisors and faculty advisors, and contributes to student success and retention within the college. In addition to the day-to-day leadership of the advising enterprise, and because of the complex issues with which students come to the college, the Director must coordinate College advising efforts with stakeholders within the college and across campus (e.g., Academic Support Services, Career Services, Disability Services, Registration and Records) to provide the appropriate support for students. As a critical member of the university wide advising leadership team (Senior Advising Council) the Director will also occasionally be responsible for leading short-term, cross-college teams in the review and execution of university wide advising initiatives. Finally, the Director is also responsible for proactively infusing “best-practices” and current research in student retention and persistence. The position demands great leadership ability, flexibility, creativity, and patience.

#### **Essential Duties, Tasks and Responsibilities**

##### **Administration and Leadership for Advising Unit**

- Develops, directs and implements the strategic plan for the advising unit, which is aligned with the College, Academic Affairs, and the University strategic plans related to academic advising, degree planning, and student success.
- Directs, plans, supervises, and evaluates the work of academic advisors, graduate assistants, support staff and faculty advisors/mentors who attend to the individual and group advising needs of nearly 1,800 undergraduate students in the college, ensuring the strategic use of technology and delivery of other college and university advising practices by advising staff (e.g. CSS/MyBGSU, SSC, successNET/early alert, DARS, Schedule Planner, Canvas, Query, Data Warehouse/STARS, etc.)
- Contributes to the college and advising unit’s student success, retention, and persistence goals by utilizing best-practices and current research related to student success Manage the coordination of and day-to-day operation of advising and registration components of SOAR, including the arrangement of additional faculty/staff, logistics, etc.
- Oversees and participates in college-wide recruitment activities (Events may include Falcon Friday, Preview Day, Presidents’ Day, regional college recruitment events, etc., and other specialized recruitment events within a college/department. May include occasional evenings and/or weekends).
- Responsible for ensuring the consistent production, collection and reporting of data related to the assessment of advising practices, student office traffic, student performance, advisor performance, etc.

- Serves as a point of contact for students with academic problems, complaints, etc. Refers to College Dean, Associate Dean, and/or Assistant Vice Provost when necessary.
- Assist in the creation, production and maintenance of print and electronic marketing materials for the advising unit, including website.

### **College Specific Responsibilities and Duties**

- Supervise maintenance of advising files and accurate enrollment records
- Provide direct advising of students in one or more of the college's degree programs.
- Provide advising training for faculty mentors
- Responsible for announcements for undergraduate students, including weekly CHHS Student Insider and other important announcements via email, call center, social media, text messaging, etc.
- Orientation coordination

### **University Wide Leadership Related to Advising and Student Success**

- Represent the College of Health & Human Services and the college advising unit on various university and college committees and work-groups including the University Orientation Advisory Committee, Senior Advising Council, Advising Commissions, curriculum committees, etc.
- Serve as primary point of contact between the Assistant Vice Provost and College faculty and advisors related to Education Advisory Board/Student Success Collaborative initiative
- As a member of the Senior Advising Council, lead short-term teams in reviewing policy, assist in coordinating the development and implementation of advising best-practices, assist in the development and delivery of various university-wide advisor training and professional development efforts
- Additional duties as assigned

### **Knowledge, Skills or Abilities**

- Understanding of college student development and academic issues; ability to work with external constituents;
- Excellent communication (written and oral), interpersonal, collaborative, and supervisory skills;
- Skilled in organization and coordination of complex projects;
- Ability to work independently;
- Ability to interpret and implement university policies and procedures;
- Commitment to diversity and ability to work with individuals or groups with diverse backgrounds.

### **Minimum Qualifications**

Master's degree in Higher Education Administration, College Student Personnel, Guidance and Counseling or other college student related field, human service, or health related area required. Successful candidate must have Master's degree conferred at the time of application.

Also the following experience is required:

- Minimum of three years of academic advising in higher education.

## **Salary**

Full-time, Administrative staff position available. Administrative Grade Level 359. Salary is commensurate with education and experience. Full benefit package available.

Deadline to apply: December 26, 2018

## **To Apply**

For a complete job description & to apply for this position visit <https://bgsu.hiretouch.com/> or contact the Office of Human Resources at (419) 372-8421. BGSU.

AA/EEO/Disabilities/Veterans. In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with Bowling Green State University, please call 419-372-8421.