Job Details

Job Title
Senior Academic Advisor

Job ID
308400

Location
Twin Cities

Full/Part Time
Full-Time

Regular/Temporary
Regular

Qualifications

Required Qualifications

● Completed Master’s degree.

● At least 4 years of related experience in higher education academic advising including demonstrated ability to work with and meet the needs of a diverse student body.

● Public speaking experience.

Preferred Qualifications

● Master’s degree in higher education administration, student affairs/development, college student personnel psychology, counseling, social work or other field related to advising.

● Experience supervising and/or coordinating the efforts of a team.

● Demonstrated effectiveness serving and advocating for staff with diverse backgrounds and needs, in recognition of their cultural contexts.

● Demonstrated, strong organizational, oral and written communication skills.

● Demonstrated, strong interpersonal skills.

● Familiarity with the University of Minnesota academic advising and student support services.

● Experience with APLUS, PeopleSoft, APAS, and other system and web-based advising tools.
About the Job

CFANS Student Services’ professional academic advisors are responsible for academic advising and program implementation through direct student contact that includes individual appointments, course instruction and workshops. Responsibilities include working to improve students’ academic planning skills, evaluating students’ curricular plans, counseling students regarding communication and interpersonal skills related to academic success, and other academic activities in a culturally appropriate manner. Advisors monitor student progress in order to advise and recommend resources and solutions to academic difficulties.

In addition to managing a case-load of advisees, the advisor/coordinator will also be responsible for coordinating academic advising services. Leadership Competencies that serve as a guide for all CFANS leadership positions include:

- Driving Results – creating a culture of innovation, accountability, high quality and service.
- Vision – establishing direction through clear communication and aligning resources with priorities.
- Engagement – building, respecting, sustaining and retaining high performance individuals and teams.
- Collaboration – effective at building consensus, valuing diversity and inclusion, influencing others, and problem-solving.
- Accountability – high standards for self and team, fostering a strong culture of accountability.

Overview of Responsibilities:

Academic Advising and Planning: Maintain a professional academic advising case-load in at least two majors. The target caseload is approximately 125 students. 55%

- Advises students on academic program policies and academic planning.
- Applies organizational and student development theory to guide students with diverse needs, background, and talents to make informed decisions.
- Monitors student progress toward degree, sharing information about learning opportunities and resources, as well as providing support for those in academic difficulty.
- Applies an extensive knowledge of curricular options, requirements, and engagement opportunities to identify, compare, and contrast viable degree programs that match a student’s interests and goals.
- Evaluates students’ curricular plans, counsels students regarding communication and interpersonal skills related to academic success, and other academic activities.
- Uses APLUS, PeopleSoft, APAS, and other software information systems to maintain accurate information about students in order to communicate throughout the campus system retention and graduation progress.

- Coaches students in a culturally informed manner through the major and career decision-making process by developing an individualized, action-oriented plan to assist students in overcoming barriers as they move toward degree progress and timely graduation.

- Explains the process for requesting exceptions to University and College policies through the academic policy petition process.

- Counsels students to help them identify their strengths, academic and career interests, and explore available areas.

- Provides direct service to students to facilitate major declaration and career exploration.

- Assesses and evaluates each student’s diverse needs and backgrounds by utilizing culturally appropriate, adaptive advising strategies, and connects them to campus resources.

- Creates a network of relationships with students, faculty, and campus staff to effectively deliver advising and support services to students, and serves as a liaison to other units; e.g. faculty advisor/mentor training, faculty advisor assignments, etc.

- Directs students to college/university support resources in moments of crisis, including financial, social, personal, and academic.

- Contributes to program development and evaluation metrics. Provides input on the development of advising systems and processes.

- Contributes toward identifying retention strategies and assessment of advising needs for students of color and other groups as required (e.g., disability, sexual orientation, veteran, first generation).

**Coordination of Academic Advising Services: Provides leadership for academic advising programming and support. 35%**

- Leads and supervises a team of 7-10 academic advisors.

- Manages annual performance reviews including setting performance expectations and goals and developing professional development plans that support achievement of goals.

- Establishes expectations for exceptional academic advising services and high quality work.

- Coordinates the advising program, which involves the progress of students from orientation through graduation, overseeing the review of students’ academic performance, ensuring the timeliness of the student communication cycle, and overseeing advising-related programming.

- Coordinates, leads, and facilitates regular academic advising team meetings.
• Builds, documents, and supports academic advising workflow processes.

• Manages overall student caseload of all academic advising staff including making initial advising assignments and coordinating changes in adviser assignments.

• Leads on-going advising assessment and develops strategies (technology, communication, and programming) to improve the delivery of advising services.

• Assesses, develops, and implements training needs for advisers on collegiate and University curriculum, policies, procedures, and systems.

• Coordinates student, faculty and staff communication of advising-related information.

• Coordinates faculty advisor/mentor assignments and training.

• Assists Director of Student Services in the process of recruiting, hiring, training, and on-boarding new academic advising staff.

• Conducts analytic review of student records to certify students’ academic standing in relation to academic probation, suspension and degree completion in consultation with the Director of Student Services.

• Works on projects as assigned by the Director of Student Services and/or Associate Dean for Academic Programs and Faculty Affairs.

Programs and Initiatives and Service and Engagement in the field of Academic Advising: 10%

• Creates and delivers training for staff and faculty on the topic of exploring students, meeting students’ unique needs, serving students with diverse backgrounds, national trends and research, and the academic and career decision-making process.

• Utilizes specific counseling expertise to mentor less experienced advisors. Assumes leadership roles within unit, around campus, and within the profession.

• Develops and leads collegiate initiatives and programs, and evaluates their effectiveness; e.g. new student orientation, first-year experience, second-year experience, etc.

• Works with major coordinators in assigned majors on Undergraduate Program Policy and Review Committee issues, including curriculum development, and course and program enhancements.

• Coordinates projects related to the continuous improvement of service in academic advising and student services (assist in review of how work flows and make recommendations for improvement).

• Works with the CFANS Admissions team with a focus on increasing the yield of targeted populations from the admit pools.
● Participates in relevant CFANS prospective student events including the Dean’s Welcome and Sneak Preview events.

● Serves on collegiate and university-level committees as requested by the Associate Dean for Academic Programs and Faculty Affairs; e.g. Student Scholastic Standing Committee, Scholarship Committee, Honors and Awards Committee, Committee on Diversity and Inclusion, etc.

● Participates in professional development activities at the collegiate, University and the broader community including attending and/or presenting at conferences, membership in professional associations, etc.; e.g. Academic Advising Network, First-Year Experience Program, NACADA.

Nature of Appointment: 12-month, 100% time, annually renewable based on performance, organizational needs, and availability of funds. Salary commensurate with skills and experience, within a range of $60 - $70K.

This position reports to the Director of Student Services

About the Department

The College of Food, Agricultural and Natural Resource Sciences (CFANS) offers thirteen majors, three pre-major / pre-professional programs and 23 minors for undergraduate students. Undergraduate enrollment in the college is about 2000 students. CFANS students are well-prepared for a diverse, multicultural workforce through the college’s emphasis on experiential interdisciplinary and intercultural learning, internships and global perspectives.

CFANS Student Services office supports the needs of students from matriculation to graduation. Excellent inclusive academic advising is at the core of the support services offered to students in CFANS and is designed to encourage and support students to be active and accountable in the creation and achievement of their academic, career and personal goals.

How To Apply

Applicants should upload the following materials: curriculum vitae, a one to two page statement of interest in the position, and contact information of three professional references.

All applications must be submitted online at: http://www1.umn.edu/ohr/employment/index.html (enter job opening #308400 in Keywords box). You will have the opportunity to complete an online application for the position and attach a cover letter and resume. Additional documents may be attached after application by accessing your "My Activities" page and uploading documents there.

To request an accommodation during the application process, please e-mail employ@umn.edu or call (612) 624-UOHR (8647).
Diversity

The University recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. The University is committed to attracting and retaining employees with varying identities and backgrounds.

The University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. To learn more about diversity at the U:  http://diversity.umn.edu.

Background Check Information

Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.

About the U of M

The University of Minnesota, Twin Cities (UMTC)

The University of Minnesota, Twin Cities (UMTC), is among the largest public research universities in the country, offering undergraduate, graduate, and professional students a multitude of opportunities for study and research. Located at the heart of one of the nation’s most vibrant, diverse metropolitan communities, students on the campuses in Minneapolis and St. Paul benefit from extensive partnerships with world-renowned health centers, international corporations, government agencies, and arts, nonprofit, and public service organizations.