### JOB DESCRIPTION

<table>
<thead>
<tr>
<th><strong>Requisition ID</strong></th>
<th>7542BR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASU Job Title</strong></td>
<td>Academic Success Specialist</td>
</tr>
<tr>
<td><strong>Job Title</strong></td>
<td>Academic Success Specialist</td>
</tr>
<tr>
<td><strong>Campus Location</strong></td>
<td>Tempe</td>
</tr>
<tr>
<td><strong>Job Family</strong></td>
<td>Advising &amp; Admissions</td>
</tr>
<tr>
<td><strong>Department Name</strong></td>
<td>MLFTC Student Services W</td>
</tr>
<tr>
<td><strong>Full-Time/Part-Time</strong></td>
<td>Full-Time</td>
</tr>
<tr>
<td><strong>VP Code</strong></td>
<td>PROVOST/WEST CAMPUS</td>
</tr>
<tr>
<td><strong>Scope of Search</strong></td>
<td>Open</td>
</tr>
<tr>
<td><strong>Grant Funded Position</strong></td>
<td>This is not a grant funded position and is not contingent on future grant funding.</td>
</tr>
<tr>
<td><strong>Salary Range</strong></td>
<td>$34,560 - $45,000; DOE</td>
</tr>
<tr>
<td><strong>Close Date</strong></td>
<td>September 16, 2014 is the initial deadline. Applications will continue to be accepted and considered every two weeks until the search is closed.</td>
</tr>
</tbody>
</table>

**Job Description**

Mary Lou Fulton Teachers College seeks qualified individual to provide academic advising and related student services for undergraduate programs offered at ASU’s Tempe campus. Under general guidance, the Academic Success Specialist will assist & advise students in establishing academic & career goals related to teacher education and student success. Key contributor to increasing student retention & graduation, supports students in making timely progress toward a degree through a range of in-person & online academic counseling & support strategies.

**Essential Duties**

• Provides 1:1 as well as group academic advising, recruitment/retention, and academic success support functions to students to ensure ongoing successful progress to completion of degree program.
• Works closely with students to identify all academic options including, but not limited to: degrees, extracurricular activities, study abroad program(s), research, and internships; supports and provides counsel to student in selection of options best suited to student's goals, interests and skills.
• Monitors student academic progress through a variety of reporting tools including eAdvisor; works closely and collaboratively with students, faculty, and staff to ensure academic success.
• Acts as college/department liaison to current and prospective students, faculty, staff, and external groups on issues related to academic success; Working under limited or minimal supervision, handles problems, provides guidance and advice to students.
• Responds to student questions and concerns; works with students to resolve all issues to ensure ongoing satisfaction with program and successful progress to completion.
• As primary liaison, connects students with academic and personal resources including, but not limited to: tutoring, counseling and career services; provides follow up to ensure satisfaction with and effectiveness of services.
• Works collaboratively and collegially with academic units and services throughout the university to facilitate comprehensive student support.
• Prepares and presents at orientations and information sessions for current and prospective students.
• Outreach work to student organizations and the residential college.
• Works with Teachers College partners to promote education programs on campus and at community colleges.
• Interprets and explains Teachers College and ASU policies and procedures related to admissions, advising, student success, and degree completion.
• Provides guidance to students on course selection, registration, academic progress and satisfactory progress toward and education degree and teacher certification using DARS, PeopleSoft, and eAdvisor.
• Refers students to counseling services, financial aid and/or other resources as needed.
• Maintains student files and records on computer based databases

### Minimum Qualifications
Bachelor's degree in Counseling or closely related field AND two (2) years previous experience in one or more of the following: advising, student recruitment/retention, related student services, teaching in an institution of higher education; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

### Desired Qualifications
• Demonstrated knowledge of principles, practices, procedures and methods of evidence-based higher education student advising and recruitment strategies.
• Demonstrated knowledge of ASU academic structure and organization.
• Demonstrated knowledge of academic programs, colleges, and departments university-wide.
• Experience in facilitating student service orientation.
• Experience in designing presentation materials and giving oral presentations in group settings.
• Experience in applying the principles, techniques and methods of teamwork, compromise and collaboration to produce desired outcomes.
• Experience in using internet-based research tools and Microsoft Office computer applications.
• Experience in establishing and maintaining effective working relationships.
• Experience in working effectively in an environment subject to quickly changing priorities.
• Evidence of effective verbal and written communication skills.
• Experience in interpreting student needs and determine when referral to other University resources is appropriate.
• Experience working with diverse student population.
• Evidence of a Master’s degree in Education or related field preferred
• Demonstrated knowledge of student information systems (i.e. PeopleSoft, DARS, eAdvisor, etc.).

### Working Environment
Regular use of phone, computer, fax, printer, and other office equipment.

### Department Statement
Mary Lou Fulton Teachers College is a constructive force in education.

The home base for this position will be on the West campus of Arizona State University although the Teachers College has programs at all four ASU campuses. For more detailed information about Mary Lou Fulton Teachers College, please
visit our website at http://education.asu.edu/.

ASU offers a tuition discount for employees, spouses, and dependents as well as a highly competitive benefits package including: medical, dental, vision, retirement, life, disability, paid vacations, paid holidays, and more.

Mary Lou Fulton Teachers College actively encourages diversity among its students, faculty, and staff.

**ASU Statement**

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 70,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

**Employment Verification**

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

**Background Check Statement**

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

**Instructions to Apply**

Application deadline is 11:59PM Arizona time on the date indicated.

Resumes should clearly illustrate how prior knowledge and experience meet the minimum and desired qualifications stated in this requisition.

Only electronic applications are accepted.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

**Instructions for ASU Online Employment Applications**

- Go to the ASU Human Resources site: [https://cfo.asu.edu/hr-applicant](https://cfo.asu.edu/hr-applicant) and scroll down to Apply For An ASU Job Now.
- For staff positions click on Internal Applicants (for existing ASU employees) or External Applicants (you must create an ASU account or enter existing account information).
- From the ASU Welcome page which is the new Talent Gateway (gives applicants several online options for the recruiting process), click on Search Openings to locate positions of interest.
- From the Search Openings page, customize your search or simply click the Search button to view all ASU staff job openings.
- From the Search Results page, scroll to positions of interest and click on the red Requisition ID (ex. 101BR) at the left to apply.
• From the Job Details page, review the posted job description and click the Apply To Job button to begin the online application process.
• Then, answer the questions to complete the ASU Kenexa online employment application (Note: you will be asked to submit your cover letter, resume and three personal references as part of the application process).