

## Academic Success Advisor (Job Number: 87541BR)

<b>Campus Location</b>	West
<b>Full-Time/Part-Time</b>	Full-Time
<b>Grant Funded Position</b>	This is a not a grant-funded position and is not contingent on future grant funding.
<b>Salary</b>	Depends on experience
<b>Close Date</b>	January 25, 2023
<b>Job Description</b>	<p>Would you like to engage with ASU students and make a positive effect on their academic career? Are you an advocate for student success and passionate about guiding their academic career? If you are a collaborative and student-centered professional, join our dynamic team. The Office of Student Services is responsible for providing exemplary academic advising and support to students in our degree and certificate programs. Our unique team-based advising model focuses on personalized engagement to deliver exceptional service and support for every learner we serve. The team-based advising model also contributes to creating a dynamic, and positive environment for advisors, where collaboration and support are hallmarks of the staff experience. Under general supervision, the Academic Success Advisor will provide guidance by supporting a shared advising caseload to increase student retention and graduation, and support online students. Your contribution will provide students with the support needed to make timely progress toward their degree through a range of online academic counseling and support strategies.</p> <p>This position is primarily located at <b>West</b> campus, however, travel to the other ASU campuses is expected.</p>
<b>Essential Duties</b>	<ul style="list-style-type: none"> <li>• Advise education majors including students pursuing teacher certification, through a team based advising model.</li> <li>• Coordinate advising for students who are pursuing multiple majors, minors or certificates related to education or teacher certification</li> <li>• Collaborate with scheduling of classes</li> <li>• Provide guidance for applicable teacher pipeline pathways</li> <li>• Assist students in the decision-making process and course scheduling experience</li> <li>• Conduct evaluations of coursework</li> <li>• Strategic enrollment planning and forecasting</li> <li>• Document student interest, feedback and experience</li> <li>• Maintain relationships, provide updates, and provide a consistent presence in students' academic advising experience</li> <li>• Partnership, involvement and/or participation in the planning of: student events, academic advising updates and training sessions</li> <li>• Day-to-day academic advising office referrals, student meetings and new student experiences when applicable</li> <li>• Work closely and collaboratively with supervisor and university and administrators to implement policies and practices in support of college, department and university goals</li> <li>• Utilize eAdvisor, assists students with exploring a variety of academic options, register for courses and make timely progress towards of degree</li> </ul>

	<ul style="list-style-type: none"> <li>• Coordinate academic success programs development and implementation</li> <li>• Assist in development of academic advising policy</li> <li>• Monitor student academic progress and program effectiveness through a variety of reporting tools including eAdvisor, Salesforce and Advisor Portal</li> <li>• Work closely and collaboratively with students, faculty and staff to ensure academic success</li> <li>• Respond to student questions and concerns; works with students and advising team to resolve all issues to ensure ongoing satisfaction with program and successful progress to completion</li> <li>• Work collaboratively with academic units and serves throughout the university to facilitate comprehensive student support</li> <li>• Utilize a variety of university data and programmatic direction to promote student academic success</li> </ul>
<b>Minimum Qualifications</b>	<p>Bachelor's degree AND one (1) year or more previous experience in one or more of the following: advising, student recruitment/retention or related student services utilizing a proactive and innovative approach which results in demonstrated outcomes in retention, graduation, and academic planning; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.</p>
<b>Desired Qualifications</b>	<ul style="list-style-type: none"> <li>• Evidence of a master's degree in Student Affairs, Education, Counseling or closely related field.</li> <li>• At least one (1) year previous experience in advising, teaching in the college/university environment, recruitment, or student services.</li> <li>• Demonstrated knowledge of principles, practices, procedures and methods of evidence-based academic advising strategies.</li> <li>• Demonstrated knowledge of ASU academic structure and organization.</li> <li>• Demonstrated knowledge of academic programs, colleges and departments university-wide.</li> <li>• Demonstrated knowledge student service orientation.</li> <li>• Demonstrated knowledge of leadership behaviors and abilities.</li> <li>• Experience in rapidly adapting and effectively utilizing new technology, practices, policies and methods.</li> <li>• Experience in establishing and maintaining effective working relationships with peers, faculty, students, administration and other interested parties.</li> <li>• Experience working effectively in an environment subject to quickly changing priorities.</li> <li>• Evidence of effective written and verbal communication.</li> <li>• Experience interpreting student needs and determine when referral to other University resources is appropriate.</li> <li>• Experience demonstrating sensitivity to needs of a diverse student population.</li> <li>• Experience in designing presentation materials and giving oral presentations in group settings.</li> <li>• Experience in applying the principles, techniques and methods of teamwork, compromise and collaboration to produce desired outcomes.</li> <li>• Experience in coordinating and prioritizing work and activities of self and others.</li> <li>• Experience with PeopleSoft, DARS, dashboards, Salesforce and case management best practices.</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience in use of internet-based research tools and Microsoft Office computer applications, video conference software.</li> </ul>
<b>Working Environment</b>	<ul style="list-style-type: none"> <li>• Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse</li> <li>• Required to stand for varying lengths of time and travel moderate distances to perform work</li> <li>• Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds</li> <li>• Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts</li> <li>• Clearly communicate to perform essential functions</li> <li>• Regular use of standard office equipment including, but not limited to: computer workstation/laptop (keyboard, monitor, mouse), printer,</li> <li>• fax, calculator, copier, telephone and associated computer technology peripherals</li> <li>• This position receives regular review of objectives</li> <li>• Although primarily located at the Tempe campus, occasional travel to other ASU campuses is expected</li> <li>• Flexible work arrangements available based on employee needs and departmental needs</li> </ul>
<b>Department Statement</b>	<p>ASU's Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leader in teacher preparation, leadership development and scholarly research, Mary Lou Fulton Teachers College prepares over 7,600 educators annually. MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy. MLFTC mobilizes people through bachelor's, master's and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement. MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems.</p> <p>Aligned with ASU's commitment to justice, equity, diversity and inclusion, MLFTC is committed to advancing systemic equity in our curricula, programming and institutional relationships. The college's core value of <a href="#">Principled Innovation</a> connects individual decision making to the pursuit of systemic equity.</p>
<b>ASU Statement</b>	<p>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 80,000 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.</p> <p>ASU is a tobacco-free university. For details visit <a href="https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco">https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco</a></p>

	<p>Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.</p> <p><b><u>Notice of Availability of the ASU Annual Security and Fire Safety Report</u></b>          In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at <a href="https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf">https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf</a>. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.</p> <p>Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit <a href="https://cfo.asu.edu/az-resources">https://cfo.asu.edu/az-resources</a>.</p>
<b>Employment Verification</b>	ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.
<b>Fingerprint Check Statement</b>	This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.
<b>Instructions to Apply</b>	<p>Application deadline is 3:00PM Arizona time on the date indicated.</p> <p>Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.</p> <p>Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.</p> <p>ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.</p> <p>Only electronic applications are accepted for this position. <a href="#">#87541BR</a></p>