

Academic Success Advisor, Undergraduate Services (Job Number: 95248BR)

Campus Location	Tempe
Department Name	Mary Lou Fulton Teachers College
Full-Time/Part-Time	Full-Time
Grant Funded Position	This is a not grant funded position and is not contingent on future grant funding
Salary	\$42,050 - \$48,000 per year; DOE
Close Date	September 22, 2023
Job Description	<p>ASU's Mary Lou Fulton Teachers College seeks an Academic Success Advisor who plans, organizes and coordinates academic advising activities with the purpose of promoting academic standards and student success in meeting these standards to ensure retention of students in the university.</p> <p>This position is primarily located at Tempe campus, however, travel to the other ASU campuses is required on occasion. Campus assignment will be confirmed in collaboration with the candidate hired at the time of the employment offer. Travel to other campuses may be required as well.</p>
Essential Duties	<ul style="list-style-type: none"> • Advise in-person and online education majors • Coordinate advising for students who are pursuing multiple majors, minors or certificates related to education or teacher certification • Collaborate with scheduling of classes • Provide guidance for applicable teacher pipeline pathways • Assist students in the decision-making process and course scheduling experience • Conduct evaluations of coursework • Strategic enrollment planning and forecasting • Document student interest, feedback and experience • Maintain relationships, provide updates, and provide a consistent presence in students' academic advising experience • Partnership, involvement and/or participation in the planning of: Welcome Event, Academic advising updates and training sessions • Day-to-day academic advising office referrals, student meetings and new student experiences when applicable • Coordinate a program, portion of a large program, or a group of activities and functions within a department or college directed to the retention and success of the student population • Work closely and collaboratively with supervisor and university and administrators to implement policies and practices in support of college, department and university goals • Utilize eAdvisor, assists students with exploring a variety of academic options, register for courses and make timely progress towards of degree • Coordinate academic success programs development and implementation • Assist in development of academic advising policy • Monitor student academic progress and program effectiveness through a variety of reporting tools including eAdvisor, Salesforce and Advisor Portal

	<ul style="list-style-type: none"> • Work closely and collaboratively with students, faculty and staff to ensure academic success • Respond to student questions and concerns; works with students to resolve all issues to ensure ongoing satisfaction with program and successful progress to completion • Work collaboratively and collegially with academic units and serves throughout the university to facilitate comprehensive student support • Utilize a variety of university data and programmatic direction to promote student academic success
Minimum Qualifications	<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>
Desired Qualifications	<ul style="list-style-type: none"> • Evidence of a master’s degree in Student Affairs, Education, Counseling or closely related field • At least one (1) year previous experience in advising, teaching in the college/university environment, recruitment, or student services • Demonstrated knowledge of principles, practices, procedures and methods of evidence-based academic advising strategies • Demonstrated knowledge of ASU academic structure and organization • Demonstrated knowledge of academic programs, colleges and departments university-wide • Demonstrated knowledge student service orientation • Demonstrated knowledge of leadership behaviors and abilities • Experience in rapidly adapting and effectively utilizing new technology, practices, policies and methods • Experience in establishing and maintaining effective working relationships with peers, faculty, students, administration and other interested parties • Experience working effectively in an environment subject to quickly changing priorities • Evidence of effective written and verbal communication • Experience interpreting student needs and determine when referral to other University resources is appropriate • Experience demonstrating sensitivity to needs of a diverse student population • 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 coordinating and prioritizing work and activities of self and others • Experience in coordinating and prioritizing work and activities of self and others • Experience with PeopleSoft, DARS, dashboards, Salesforce and case management best practices • Experience in use of internet-based research tools and Microsoft Office computer applications, video conference software

Working Environment	<ul style="list-style-type: none"> • Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse • Required to stand for varying lengths of time and travel moderate distances to perform work • Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds • Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts • Clearly communicate to perform essential functions • Regular use of standard office equipment including, but not limited to: computer workstation/laptop (keyboard, monitor, mouse), printer, fax, calculator, copier, telephone and associated computer technology peripherals • This position receives regular review of objectives • Although primarily located at the Tempe or West campus, occasional travel to other ASU campuses is expected
Department Statement	<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 8,000 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 charter, MLFTC is committed to inclusion and student success. The college’s core value of Principled Innovation connects individual decision making with the social, cultural, emotional and educational needs of others while creating positive change for humanity.</p>
ASU Statement	<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 www.asu.edu/tobaccofree</p> <p>AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.</p> <p>Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered</p>

	<p>without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.</p> <p><u>Notice of Availability of the ASU Annual Security and Fire Safety Report</u> 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 https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf. 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 https://cfo.asu.edu/relocation-services.</p>
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	<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>Only electronic applications are accepted for this position. #95248BR</p>

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