

Academic Success Advisor, Doctoral Programs (Job Number: 95572BR)

Campus Location	Tempe
Department Name	Mary Lou Fulton Teachers College
Full-Time/Part-Time	Full-Time
Grant Funded Position	This is not grant funded position and is not contingent on future grant funding.
Salary	\$42,050 - \$50,000 per year; DOE
Close Date	October 4, 2023
Job Description	<p>ASU's Mary Lou Fulton Teachers College is seeking a qualified, collaborative, and learner-centered individual to provide academic advising and related student services as a part of an academic advising team for online, in-person and hybrid graduate students in Doctoral degree programs. The MLFTC Office Academic and Career Success is responsible for providing exemplary academic advising and support to students in our doctoral 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 model also contributes to creating a dynamic and positive environment for advisors, where collaboration and support are hallmarks of the staff experience. The Academic Success Advisor will serve as a key contributor to increase student retention and graduation, well-being, and support students in making timely progress toward a degree through a range of academic counseling and support strategies.</p>
Essential Duties	<ul style="list-style-type: none"> • Provides 1:1 as well as group academic advising, retention, and academic success support functions to MLFTC doctoral students to ensure ongoing successful progress to degree completion. Responds to student questions and concerns in a timely manner. • Provides guidance to students on course selection, registration, and satisfactory academic progress using ASU systems such as the iPOS (degree requirement tracking), PeopleSoft, and Salesforce. • Makes appropriate referrals to faculty and other college and university staff as needed. • Works closely and collaboratively with faculty, staff, and students to monitor student progress to degree completion and ensure academic success. • Working under limited or minimal supervision, collaborates with faculty and staff to handle problems, provide guidance and advice to students. • Assists with the tracking and monitoring of critical doctoral program milestones such as coursework, proposal defense, dissertation defense, and formatting requirements. Maintains student files and records on computer-based databases. • Functions as a member of a team, serving as a primary role advisor and liaison to connect students with academic and personal resources such as other members of the MLFTC Doctoral Team, tutoring, financial aid, counselling, wellness, and career services; provides follow-up to ensure satisfaction with and effectiveness of services.

	<ul style="list-style-type: none"> • Works collaboratively and collegially with assigned teammates and with other academic units and services to facilitate comprehensive student support. Attends and participates in meetings as necessary. • Interprets and explains college and university policies and procedures related to admission, advising, student success, and degree completion. • Assists with the preparation for and presentation at orientations for new students.
Minimum Qualifications	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.
Desired Qualifications	<ul style="list-style-type: none"> • Evidence of a master's degree in counseling, higher education or related field from a regionally-accredited college or university. • Experience as a primary role advisor working with graduate students, online and in-person. Experience as a primary role advisor working with doctoral students a plus. • Skill in applying the principles, techniques and methods of teamwork, compromise and collaboration to produce desired outcomes. • Ability to work effectively in an environment subject to quickly changing priorities. • Experience in providing thorough and complete attention to detail, following multi-stepped processes, and maintaining accurate records. • Demonstrated student service orientation. • Ability to rapidly adapt and effectively utilize new technology, practices, policies and methods. Experience working with enterprise systems to manage interaction with students (e.g., Salesforce, PeopleSoft, degree requirements, Microsoft and Google suite, etc.) • Ability to demonstrate sensitivity to needs of a diverse student population. • Experience in thinking critically to problem-solve both independently and as part of a group. • Demonstrated knowledge of principles, practices, procedures and methods of evidence-based academic advising strategies. • Ability to establish and maintain effective professional working relationships with peers, faculty, students, administration and other interested parties. • Ability to effectively communicate both written and verbally.
Working Environment	<ul style="list-style-type: none"> • Activities are primarily performed in a regular, climate-controlled office setting subject to extended periods of sitting. • Use office equipment including a desktop computer. • Lift up to 25 pounds. • Use effective communication skills to perform essential duties. • Work from general instructions on standard job duties and specific directions/instructions on new assignments.
Department Statement	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

	<p>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 https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco</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><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/az-resources.</p>
Employment Verification	ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.
Fingerprint Check Statement	This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint 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>ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.</p> <p>Only electronic applications are accepted for this position. 95572BR</p>

