

POSITION ANNOUNCEMENT: ACADEMIC ADVISOR

The Department of Fisheries and Wildlife is seeking an Academic Advisor. This is a full-time (1.00 FTE), 12-month, fixed term professional faculty position. Reappointment is at the discretion of the Department Head.

This position will review application materials and advise undergraduate Fisheries and Wildlife majors enrolled through Oregon State University's (OSU's) Ecampus. Position duties include 1) helping students match their personal strengths and interests to opportunities within the University curriculum in general and within the Fisheries and Wildlife Sciences Undergraduate Program specifically; 2) assessing OSU and transfer course work relative to Fisheries and Wildlife and OSU Baccalaureate Core degree requirements; 3) advising on course selection and degree progression; and 4) helping students overcome challenges that hinder their academic performance.

Provide program support as needed by assisting with the instruction of professional development courses; providing mentorship to Fisheries and Wildlife club members; participating in student success initiatives; updating and improving advising operations; providing back-up to the Department Head Advisor and work on tasked assignments.

Assistance with recruitment and retention efforts focuses on Fisheries and Wildlife distance students. Prospective undergraduate student advising includes: 1) responding to email and phone inquiries about the Fisheries and Wildlife undergraduate program; 2) assessing transfer course work relative to Fisheries and Wildlife and OSU Baccalaureate Core degree requirements; 3) referring students to appropriate contacts at other OSU offices that serve prospective students.

Our extended education program (Ecampus) has approximately 45 courses, with approximately 2,200 students each year. Many of these courses are offered four times per academic year. All duties include working with diverse student populations, including ethnic minorities, older than average students, students with disabilities, and those enrolled from remote areas, some of which are outside the U.S. Important aspects of the work include developmental advising, attention to detail, and frequent contact with other units at the University.

The Department of Fisheries and Wildlife is an academic unit that reports to the College of Agricultural Sciences. The department is composed of approximately 300 staff – including academic faculty, research assistants, classified staff, temporary staff, graduate students and undergraduate students. Approximately \$8 million of externally funded research grants/contracts are received each year. Major cooperator and funding sources include most state and federal resources agencies.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Fisheries and Wildlife or a related STEM discipline.
- Previous experience in undergraduate student advising, student activities programming, or counseling in a college or university.

- Ability to work some nights and weekends to meet the schedule constraints of Ecampus students.
- Competency with Microsoft Office applications including Microsoft Outlook, Word, Powerpoint, Access and Excel as well as with use of web browsers such as Chrome and Firefox.
- Excellent written and verbal communication skills including telephone skills.
- Experience in organizing programs, preparing academic materials and managing databases.
- Experience working closely within a team.
- Strong interpersonal skills; Demonstrated ability to work effectively with employers, students, staff, faculty and administrators.
- Competency and/or experience working with people from diverse backgrounds and cultures.
- A demonstrable commitment to promoting and enhancing diversity.
- This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months.

PREFERRED QUALIFICATIONS:

- Master's Degree in Fisheries and Wildlife or related field or Master's in College Administration, Education or Counseling.
- Direct experience in academic advising.
- Direct experience teaching college-level coursework
- Previous work experience in a field related to Fisheries and Wildlife.
- Previous experience working with Veteran students.
- Previous experience working with Ecampus students or students enrolled in another distance degree program.
- Skills in web design, construction and maintenance.
- Skills in communication technologies such as Skype, WebEx, Google Hangouts, Adobe Connect, etc.
- Skills in social media outlets such as Facebook, Twitter, Instagram, etc.

APPLICATION: web site <http://jobs.oregonstate.edu/postings/71629>; search for details about the position and complete information on how to apply. For full consideration, applications must be received by February 14, 2019.

DIRECT QUESTIONS TO: Liz Kelly at Elizabeth.Kelly@oregonstate.edu

OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.