Position Title: ACADEMIC ADVISOR (Student Services Professional II)

Recruitment #: #2141

Full/Part-Time: Full-Time

Employment Type: Temporary, ends on or before December 31, 2017. Any continuation beyond December 31, 2017 is contingent upon satisfactory performance and available funding.

Bargaining Unit: R04

Salary: $3,858 - $5,485 per month Exempt

Department: School of Natural Sciences, Mathematics & Engineering (NSME)

Available: Immediately

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: March 30, 2017

Closing Date: For priority consideration, application materials must be received by April 14, 2017 however, the position will remain open until filled.

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

APPLICATION PACKET REQUIREMENTS
This position requires (including those on campus) submission of:
- A standard CSU, Bakersfield job application (download at: http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html)
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

Under the general supervision of the Advising Center Coordinator, this position is responsible for providing academic advising services to current and prospective students. Within the School of Natural Sciences, Mathematics, and Engineering, the Staff Academic Advisor primarily serves undergraduate students whose majors are housed within the school. The Staff Academic Advisor interviews and advises freshmen and transfer undergraduate students regarding information, procedures and academic requirements of a specific program or major and assists students in exploring careers, evaluating academic abilities, and setting goals and is expected to provide academic advising that facilitates student success, persistence and degree completion in a timely manner.

DUTIES:
Academic Advising
- Provide communication through one-on-one appointments, daily electronic communications, phone calls, and group academic advising sessions; work with students to evaluate and understand their academic records; setting
goals for academic progress to ensure completion of their academic programs; informing and interpreting
university, college and program level academic policies and procedures.

- Uses counseling techniques to address the variety of needs of a diverse student population including first-time-
freshmen, first-time transfer students, at-risk, Associated Degree Transfer, Super Seniors, Graduation Initiative,
satellite campus and others.

- Assists with campus retention and graduation efforts; responsible for an assigned group of students each year to
follow through toward graduation; functions as an academic case manager for all assigned students; evaluates
student confidential academic records and develops an individualized academic plan based on the unique needs
of each student; monitors and assesses student’s progress in achieving individualized academic plan and make
adjustments to the plan based on the progress and changing needs of the student.

- Actively coaches students through degree attainment process; meets with students on a regular basis to track
their academic success; identifies options for students to satisfy degree requirements; evaluates and makes
recommendations on petitions and amendments to student’s program of study to assist their completion.

- Identify academic options for students such as degrees, minors, certificates, graduation requirements, curriculum,
course selection and registration, career options, research, and internships, and extracurricular activities; assists
student in establishing realistic and attainable academic and career goals;

- Refers students to appropriate resources to explore careers and related majors including CECE and faculty
advisors.

- Monitors academic progress of students; determines eligibility and satisfactory progress toward degree; identifies
current and potential needs or problem areas (e.g., study skills, tutoring) and refers students to appropriate
campus resources for assistance; communicates findings to the Advising Center Coordinator.

- Meets with students to advise and direct students to applicable retention services such as tutoring, student health,
counseling, financial aid and career services; works collaboratively with other academic units and services in the
school and throughout the university to facilitate comprehensive student support.

- Inputs, organizes, and enters data to address issues relating to persistence; monitors all students and tracks
assigned student groups to ensure persistence in enrollment, good academic standing, and appropriate progress
toward graduation.

- Updates GradesFirst records and notations, requests change to student records via People Soft, inputs data into
intake forms and maintains student files to accurately reflect advising session interactions and progress on or
toward degree completion; ensures that students know how to use their mycsub portal.

- Maintains student files and records; documents all pertinent student information; updates computerized
information system regarding changes to student status.

- Actively participates in professional development training, maintaining current and accurate information regarding
college student development theory, academic success, retention, and graduation strategies, and first-year
experience support programming.

- Collaborates with university units outside of the School of Natural Sciences, Mathematics, and Engineering on
behalf of individual students, providing advocacy and problem-solving as challenges arise.

**Academic Success Events**

- Interprets and explains college and university policies and procedures; participates in preparation of orientations
and presents academic information to new students and parents during orientation.

- Prepares, attends and facilitates university and School of Natural Sciences, Mathematics, and Engineering
recruitment activities on and off campus,

- Creates and organizes School of Natural Sciences, Mathematics, and Engineering student success events as
needed.

- Acts as guest speaker to assist with AARC, First-year experience course instruction and other campus units to
promote academic success.

- Assists with commencement and honors program activities to ensure a smooth and successful event for
thousands of students, parents, VIP, faculty and campus guests.

**Other Job Duties**

- Performs other related duties as assigned. The duties listed in this job description are intended only as
illustrations of the various types of work that may be performed. The omission of specific statements of duties
does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**REQUIRED QUALIFICATIONS:** Requires equivalent to graduation from a four-year college or university and two
years professional experience in one of the Student Services program areas at the higher education level or a related
field. A master’s degree in a job-related field may be substituted for one year of professional experience.

California State University, Bakersfield is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race,
age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
• This position requires general knowledge of the principles, practices and trends of the Student Services field, as well as, knowledge of advising and academic policies and procedures.
• Excellent ability to interpret and apply policies and procedures independently, and use sound judgment and discretion to act when precedents do not exist.
• Skill in interviewing and advising and proven ability to communicate effectively, both verbally and in writing; including one-to-one, small group, and large group presentations.
• Excellent ability to exercise confidentiality, discretion, and independent judgment and to handle moderately sensitive interpersonal issues.
• Must have excellent interpersonal skills and be able to establish and maintain effective working relationships; demonstrated ability to work closely with a diverse population and have the ability to relate well with faculty, students, and staff on and off campus.
• Must plan and carry out day-to-day activities without immediate direction and work occasionally on Saturdays or evenings for university activities.
• Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
• Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
• Excellent computer skills and competence with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
• Regular and reliable attendance is required.

PREFERRED QUALIFICATIONS: A master's degree in a job related field is preferred and may be substituted for one year of professional experience. It is preferred that experience is within a higher education setting. Prior knowledge and use of PeopleSoft and GradesFirst or other student records database systems desirable. Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. **Applicants will not receive individual notifications.** Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.

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