**Position Title:** Academic Advisor (Advisor)

**Recruitment #:** #164

**Full/Part-Time:** Full-time

**Temporary:** Temporary, ends on or before September 30, 2022. Any continuation beyond September 30, 2022, is contingent upon satisfactory performance and available funding. Employment is at-will.

**Salary:** Anticipated salary range $4,000 - $4,300 per month

**Department:** NSME Student Advising & Success Center (An Equitable Pathway to In-Demand STEM Careers Grant)

**Available:** Immediately

**Special Conditions:** Background/Fingerprint Clearance

**Sensitive Position** Yes

**Posted:** April 29, 2022

**Closing Date:** For priority consideration, application materials must be received by May 13, 2022, 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 CSUB, Auxiliary job application download at:
  (https://www.csub.edu/bas/hr/_files/_Auxiliary_Files/CSUB-Auxiliary-Employment-Application.pdf)
- Names of three professional references
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education, and experience required.

This temporary, 40 hours per week position ends on or before September 30, 2022. It is anticipated the Equitable Pathway Program will be awarded funding for an additional five (5) years. Eligibility for benefits will not be available until the position is reappointed beyond September 30, 2022.

**POSITION PURPOSE:** 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 (NSME), the Academic Advisor primarily serves undergraduate students whose majors are housed within the school. The 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 RunnerConnect 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.
- Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

**REQUIRED QUALIFICATIONS:**

- Equivalent to graduation from a four-year college or university in one of the behavioral sciences, public or business administration or a job-related field AND two (2) years of professional experience in one of the student
services program areas or in a related field. A master’s degree in a job-related field may be substituted for one year of the professional experience. Additional specialized experience may be substituted for the required education on a year-for-year basis.

**SKILLS, KNOWLEDGE, ABILITIES (SKA’s):**

- 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:**

- Master’s degree in a related field preferred.
- Experience working in a higher education setting.
- Prior knowledge and use of PeopleSoft, RunnerConnect, or other student records database system 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 Bakersfield Auxiliary for Sponsored Programs Administration. 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 Bakersfield Auxiliary for Sponsored Programs Administration 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 Auxiliary or individuals in the university community.

**MANDATED REPORTER:** Limited - The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

**GENERAL INFORMATION:** It is the policy of California State University Bakersfield Auxiliary for Sponsored Programs Administration 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 payroll regulations.
APPLICATION PROCEDURE:

The official California State University Bakersfield Auxiliary for Sponsored Programs Administration application is located at this link: https://www.csub.edu/bas/hr/_files/_Auxiliary_Files/CSUB-Auxiliary-Employment-Application.pdf and must be completed in full and received in the Human Resources Office by 5:00 p.m. on specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. Please email your application to jobs@csub.edu and reference Auxiliary #164 in the subject line.

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 6-8 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. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University Bakersfield Auxiliary for Sponsored Programs Administration and will not be copied or returned.