Position Vacancy Announcement

ACADEMIC ADVISOR
BGSU Firelands

Bowling Green State University

Position Summary

The Academic Advisor is part of the broad team of professional academic advising staff at the University, as well as the specific team of advising staff in the assigned college or advising department. Under the direction of the immediate supervisor and in accordance with university academic advising strategies, Academic Advisors provide essential support and service to students and contribute to the university’s goals of promoting student learning, development, and success, as well as student persistence and timely graduation.

The primary responsibilities of the Academic Advisor are to provide comprehensive academic advising and degree planning guidance to an assigned group and diverse population of undergraduate students. Specifically, this position will provide advising services to students in the College Credit Plus program as well as acts as liaison between BGSU Firelands and area high schools. Additionally, this staff member will participate and assist with both university and college recruitment and retention efforts, serve on university and college committees, and participate in university and college-specific training and development. This is a 217 day position

Essential Duties, Tasks and Responsibilities

Advising

- Advise current and prospective students within an assigned college/academic program on course planning, major selection, degree requirements, university policies and procedures, and career planning related to students’ academic goals and registration procedures.
- Utilize current and emerging technology and available data to complete essential academic advising duties, processes, and communication with students to support and foster retention, persistence, and success (e.g. CSS/MyBGSU, EAB/SSC, successNET/early alert, DARS, Schedule Planner, Canvas, Query, Data Warehouse/STARS, etc.)
- Review student academic progress and performance and advise students on specific actions regarding academic and career goals
- Refer students to appropriate BGSU and non-BGSU support offices and/or organizations as needed to support student success.
- May conduct group advising sessions with designated advising groups or segments of students
- Participate and/or assist in planning and implementing New Student Orientation, Welcome and other advising activities, as well other events on- and off-campus to advise prospective students of college specific requirements (Events may include Falcon Friday, Preview Day,
Presidents’ Day, regional college events, etc., and other specialized events within a college/department. May include evenings and/or weekends).

- May be responsible for developing programming efforts and intervention strategies for targeted and identified populations of at-risk students.
- May be responsible for advising a specific population/cohort of students, requiring additional specialized knowledge and skills.
- Additional college and/or academic program specific duties and responsibilities as assigned.

**Administration**

- Maintain/Manage advising caseload and work-lists through the utilization of online/digital and analog administrative programs and processes.
- Maintain and update student files and records in accordance with federal, state and university regulations.
- May conduct, complete and report audits related to student academic progress toward degree completion, eligibility, and fulfillment of requirements to achieve graduation clearance (may include NCAA, Financial Aid, ROTC and other scholarship programs).
- Additional college and/or academic program specific duties and responsibilities as assigned.

**Additional Duties**

- Develop and maintain contact with faculty, staff, and administration as needed to support effective academic advising practice.
- Represent college and advising office on college and/or university wide committees as well as at least one University Advising Commission.
- Participate and successfully complete initial and on-going training and professional development at the university and departmental level. Topics may be related to academic advising practice and philosophy; university and college policies, procedures and resources; desktop/web-based software and systems; and other related skills and abilities to enhance professional practice and support student success.
- Other and additional college and/or academic program specific duties and responsibilities as assigned.

This list of essential duties, tasks and responsibilities is not all-inclusive; individual will perform other related duties as assigned.

**Knowledge, Skills or Abilities**

- Understanding of the functions of an institution of higher education, including academic and student affairs
- Knowledge of all degree programs offered at BGSU
- Knowledge of University academic policies and procedures as well as support services
- An understanding of student learning outcomes associated with the completion of general education curriculum and baccalaureate/liberal arts degree
- Knowledge of computer applications including but not limited to: Microsoft Office, Microsoft Outlook, People Soft/CSS, an ability to learn and adopt other technologies, and comfort level to use computer database, word processing, spreadsheet programs and web-based applications
- Effective written and oral communication skills
- Active listening skills
- Strong organizational skills
- Ability to interact well with students, parents, faculty, administrators and other members of the campus and community
- Knowledge of developmental advising strategies
- Knowledge of or ability to learn student development theories and career development theory
- Compassionate and caring attitude toward working with students
- Effective in working with diverse populations

**Minimum Qualifications**
Master’s Degree required, (particular advising academic discipline, Counseling, Communication, College Student Personnel, Student Affairs in Higher Education, or related field). Also required one to two years of direct advising experience or experience in another college functional area with direct student contact.

**Salary**
Full-time 217 day, administrative staff position. Salary is commensurate with education and experience. Administrative pay grade 354. Full benefits package available.

**To Apply**
For a complete job description & instructions on how to apply for this position visit [https://bgsu.hiretouch.com/](https://bgsu.hiretouch.com/) or contact the Office of the Dean at (419) 372-0623 or firelandsdean@bgsu.edu. Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer. We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities. In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with Bowling Green State University, please call 419-372-8421.