Position Vacancy Announcement

ASSISTANT DIRECTOR, PATHWAY ACADEMIC and CAREER COUNSELING  
BGSU Firelands

Bowling Green State University

Position Summary

The Assistant Director of Pathway Academic and Career Counseling manages the daily operations of the Pathway unit, coordinates initiatives to affect Pathway student retention, and works closely with both campuses to support Pathway student success. The Assistant Director of Pathway Academic and Career Counseling is part of the broad team of professional academic advising staff at the University. The position will be responsible for providing academic advising to students in the Pathway conditional admission program. Because all Pathway students enter the University as Undecided, the position will also provide advice regarding academic and career direction for current students—changing majors, changing careers, exploring internships, etc.

Under the direction of the immediate supervisor and in accordance with university academic strategies, the position will 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 retention. Additionally, this staff member will participate and assist with both university and college recruitment and retention efforts, serve on university, college, and community committees, and participate in university and college-specific training and development.

Deadline to apply: October 12, 2018.

Essential Duties, Tasks and Responsibilities

- Advise current 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 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.
- Teach UNIV 1000 and UNIV 1290 to Pathway undergraduate students at the main campus. Create lesson plans, teach classes, maintain office hours, and assign grades.
- 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.

**Administrative**

- Provide leadership and direction to staff and work-study students with regard to the daily operations of Pathway office.
- Manage the scheduling elements of the Pathway program, including working closely with academic, administrative, and support staff to select and schedule linked classes.
- 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).
- May hire, train, and supervise graduate assistants.
- 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.

**Minimum Qualifications**

Masters Degree required (particular advising academic discipline, Counseling, Communication, College Student Personnel, Student Affairs in Higher Education, or related field).

Also the following experience is required:

- one to two years of direct advising experience or experience in another college functional area with direct student contact.
- one year supervision experience.

**Salary**

Full-time, Administrative staff position available. Administrative Grade Level 356. Salary is commensurate with education and experience. Full benefit package available.

Deadline to apply:

**To Apply**
For a complete job description & 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. BGSU. AA/EEO/Disabilities/Veterans. 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.