Position Vacancy Announcement

ASSOCIATE DIRECTOR, ACADEMIC AND CAREER COUNSELING
BGSU Firelands
Bowling Green State University

Position Summary

The Associate Director contributes to the Mission and Strategic plan of the BGSU Firelands by providing leadership, supervision, and evaluation of the advising activities and interventions of the professional advisors and faculty advisors, and contributes to student success and retention within the college. In addition to the day-to-day leadership of the advising enterprise, and because of the complex issues with which students come to the college, the Associate Director must coordinate College advising efforts with stakeholders within the college and across campus (e.g., Academic Support Services, Career Services, Disability Services, Registration and Records) to provide the appropriate support for students. As a critical member of the university wide advising leadership team (Senior Advising Council) the Associate Director will also occasionally be responsible for leading short-term, cross-college teams in the review and execution of university wide advising initiatives. Finally, the Associate Director is also responsible for proactively infusing “best-practices” and current research in student retention and persistence. The position demands great leadership ability, flexibility, creativity, and patience.

Essential Duties, Tasks and Responsibilities

Administration and Leadership for Advising Unit

- Directs and plans daily operations of the Academic and Student Services Office. Supervises and evaluates academic advisors and support staff.
- Contributes to the college and advising unit’s student success, retention, and persistence goals by utilizing best practices and current research related to student success. Ensures the strategic use of technology (e.g. CSS/MyBGSU, EAB/SSC, early alert, DARS, Schedule Planner, Canvas, Query, Data Warehouse/STARS, etc.).
- Supports faculty advising activities, including technology training and the implementation of a communication strategy that incorporates unit messaging, themes, and priorities to support advising and retention goals.
- Serves as a point of contact for students with academic problems, complaints, etc. Refers to College Dean, Associate Dean and/or Assistant Vice Provost when necessary.

Advising Responsibilities and Duties

- Advise current and prospective students. Provide assistance with career and academic direction through academic advising, career counseling, course planning, major selection, degree requirements, university policies and procedures, and registration procedures.
• Review student academic progress and performance and advise students on specific actions regarding academic and career goals.
• Determine, verify, and confirm graduation eligibility for Firelands College applicants through completing all degree audits and all follow up required (with student, advisor, and with other university offices).
• Represent the Academic/Student Services office at Academic Affairs/Academic Review Board (ARB) meetings, including preparing and coordinating all student files for review, maintaining and producing archival information of ARB activities and decisions, scheduling, and coordination of all ARB meetings.
• Refer students to appropriate BGSU and non-BGSU support offices and/or organizations as needed to support student success.
• Help with retention efforts across the BGSU Firelands campus with involvement in committees and student outreach.

University Wide Leadership Related to Advising and Student Success

• Represent the BGSU Firelands and the college advising unit on various university and college committees and work-groups including the University Orientation Advisory Committee, Senior Advising Council, Advising Commissions, curriculum committees, etc.
• Serve as primary point of contact between the Assistant Vice Provost and College faculty and advisors related to Education Advisory Board/Student Success Collaborative initiative
• As a member of the Senior Advising Council, lead short-term teams in reviewing policy, assist in coordinating the development and implementation of advising best-practices, assist in the development and delivery of various university-wide advisor training and professional development efforts
• Additional duties 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

• Extensive knowledge of issues affecting retention for non-traditional undergraduate students
• Experience and success with implementing undergraduate retention strategies
• Experience managing and coaching staff
• Experience applying university/college academic policy and procedure
• Knowledge of university degree programs, especially those degrees granted by BGSU Firelands
• Excellent written and oral communication skills, including effective presentation skills
• Strong organizational skills, with an emphasis on attention to detail
• Ability to interact effectively with administrators, faculty, staff, students, parents and all other members of the campus/university community
• Ability to function as part of, as well as lead, a team in a fast-paced, multi-taking environment
• Extensive understanding of and familiarity with university and community support services in order to make effective and proactive student referrals
• Knowledge of computer applications, including but not limited to CSS, Microsoft Office, BG web portal and registration system
Minimum Qualifications

Master's degree required in Guidance and Counseling or College Student Personnel or related area.

Also the following experience is required:

- At least 2-3 years of experience applying academic policy/procedure and advising in the university setting

Salary

Full-time, Administrative staff position available. Administrative Grade Level 357. Salary is commensurate with education and experience. Full benefit package available.

Deadline to apply: June 8, 2018

To Apply
For a complete job description & to apply for this position visit https://bgsu.hiretouch.com/ or contact the Office of the Dean at (419) 372-0623 or firelandsdean@bgsu.edu. BGSU. AA/EO/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.