

Colorado State University - Department of Animal Sciences
Academic Support Coordinator
Position Description

The Department of Animal Sciences at Colorado State University has established an Academic Support Center to promote student retention and success through a variety of advising and program activities designed to assist students in making critical transitions, developing academic plans, connecting with campus majors and resources, engaging with learning, and developing learning communities. The Academic Support Center emphasizes and enhances students' abilities and assets and will support the campus priority for a diverse and supportive learning environment.

The Department of Animal Sciences is seeking an Academic Support Coordinator who will play a significant role in strengthening departmental efforts to provide quality advising and promote undergraduate student success. The coordinator will be a full time (12-month), regular, administrative professional position. This position will support an innovative and holistic approach to providing students with the assistance, guidance and resources necessary to be successful. The primary functions of the Academic Support Coordinator will be to foster successful transition to the university environment by students in their initial semesters, to promote appropriate choice of majors and coursework, and encourage timely graduation.

The Academic Support Coordinator, in collaboration with faculty, will play a critical role in promoting undergraduate student success. The Academic Support Coordinator will work directly with students with programs of study administered by the Department of Animal Sciences which currently include majors in Animal Science, and or Equine Science to foster their academic success by developing, implementing and monitoring an action plan for graduation. The Academic Support Coordinator will work closely with the faculty coordinators for undergraduate programs and other advising staff in the department, and will report to the Department Head or their designate.

Required Qualifications:

- A Bachelor of Science in agricultural science, equine science, animal science, agricultural education, education, student affairs, counseling, or related field.
- Proven experience working with students, student-oriented communications and presentation skills.
- Proven experience of working both independently and as a team member to creatively solve problems, to create programs, and to resolve differences.
- Demonstrated ability to work easily and productively with a variety of clients (e.g. students and their families, faculty, professional staff and industry partners for student placement).
- Demonstrated ability to work in Microsoft Office Suite.
- Demonstrated knowledge of and relevant ability with, culturally diverse communities among potential target and constituent populations.
- A strong working knowledge of agriculture and academic programming through experience, background, or education.

Preferred Qualifications:

- Master's degree or professional experience working with students in a higher education setting to provide academic advising, or conducting student development activities such as orientation, student affairs, residence life, and career services.
- Experience in a range of agricultural industry environments.
- Experience coordinating events, preferably in higher education and with students.
- Experience and interest in international education.
- Understand and articulate the land-grant philosophy.

SALARY: \$33,000 - \$37,000 (plus benefits)

START DATE: June 1st, 2014

RESPONSIBILITIES

Advising/Counseling

- Engage, meet regularly and be visible and present for undergraduate students
- Advise assigned students regarding curriculum matters, course offerings, academic requirements, scheduling classes, and progress toward their degree and/or licensure
- Engage students with faculty at points where detailed, discipline-specific knowledge and perspective will best address student needs
- Work with faculty to facilitate faculty mentoring and advising for undergraduate students
- Help students develop 4-year plans; introduce education abroad experience; discuss field placement, research assistant and teaching assistant opportunities; promote career counseling; and connection to campus resources and opportunities
- Make appropriate referrals
- Provide students with access to timely and relevant information
- Advise transfer students at Ram Orientation, reviewing transfer evaluations to clarify and recommend any needed reevaluations
- Advise new students at Ram Orientation
- Counsel students on career planning including career exploration, decision-making, preparation, and job search
- Assist students to identify strategies to improve Grade Point Averages and overcome academic difficulties
- Assist students on academic probation
- Provide guidance when a student elects to withdraw from a course or from the university; become knowledgeable about withdrawal policies
- Be aware of and communicate all University AUCC requirements and other relevant regulatory matters and institutional policies
- Serve as advocate for students when appropriate, both within department and to university community; foster improved communication between students and their instructors or other campus offices
- Collaborate with departmental staff to maintain a welcoming environment and to deliver consistent and accurate messages
- Develop familiarity with issues faced by certain populations of students (e.g., non-traditional students, students of color, first generation college students, transfer students) and develop advising approach accordingly
- Utilize developmental advising approach, and cutting-edge intervention strategy

- Develop awareness of special circumstances encountered for students with multiple majors or other strong cross-disciplinary emphases in their programs of study

Direct Retention Work

- Meet with all assigned first-year students during the first 6 weeks of the semester; foster a successful transition, promote major exploration for students questioning their choice of major and facilitate faculty-student dialogue by making referrals for discipline-specific mentoring from faculty
- Attention to data and patterns of success/difficulty
- Continued tracking of student performance through graduation

Assessment

- Participate in a comprehensive assessment plan of advising services
- Assist in gathering and reporting data in regards to advising programming

Campus Collaboration/Administration

- Combine department-level knowledge and campus-wide perspective
- Actively engage in the Academic Support Coordinator Network
- Partner with Career Center, Academic Advisors, the Professional Advising Network (PAN), Faculty, Center for Advising and Student Achievement, Residence Life, University Honors Program, Cultural Centers, and other campus offices to facilitate and support student success
- Serve as a contributing member of the advising team to develop and implement a vision that provides students with comprehensive and holistic advising services to promote student success
- Communicate with faculty/staff about advising services and information
- Participate in developing and executing campus-wide intervention strategies
- Detailed knowledge of and referral to campus resources and opportunities

Professional Development/Training

- Continue to improve and develop skills through CSU advisor, computer, and university training as well as NACADA, NCDCA, and CCDA training/conferences.

Applications will be accepted until the position is filled, but for full consideration, please send a letter of interest, resume, transcripts (unofficial are acceptable for application, official required for the successful candidate), and three contact names of references by April 28th, 2014, 5:00 p.m. Mountain Time. The application must address qualifications listed in this position job description (Posted on the CSU Website www.jobs.colostate.edu). Electronic delivery of application materials is preferred. E-mail your application, as one document in PDF or MS Word format, to Laura.Bonner@ColoState.EDU. Phone: 970-491-5177 for questions; fax: 970-491-5326.

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Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.