



## Bilingual Academic Success Advisor

**Department:** Student Success and Advising

**Recruitment #:** S1866

**Closing Date:** Preference given to applications received by **October 1, 2018**. Position open until filled

This is a full-time, 12-month, annually renewable, unclassified position in the Student Success and Advising (SSA) office at Western Oregon University in Monmouth. The Student Success and Advising department coordinates academic advising, student success, and tutoring at Western Oregon University.

### MINIMUM QUALIFICATIONS

- Bachelor's degree
- Bilingual competency in both written and spoken Spanish
- Demonstrated experience or training in social justice or diversity within the last five years
- Familiarity with information technology, including Microsoft Office and other web applications
- Demonstrated use of advanced problem-solving skills
- Successful listening skills and effective written and oral communication

### Preferred Qualifications:

- Master's degree in ethnic studies, mental health, education, social work, or related discipline
- Professional experience working in an advising, student success, or retention role within higher education
- Experience utilizing Grades First early alert/student success software or similar systems
- Familiarity with Banner SIS/DegreeWorks

**\*\*A criminal background check will be required as a condition of employment**

***We are not considering candidates who require Visa sponsorship support. Additionally, the University typically only considers visa support for employees placed in specialized positions that are continuing regular University appointments.***

### DUTIES AND RESPONSIBILITIES

- Advise prospective and current students concerning degree requirements and their personal, professional, and educational goals; Provide proactive and intrusive advising for students with academic risk, who may be in crisis, or who are experiencing hardship; Advise students placed on academic warning, probation, and suspension
- Provide bilingual support and resources as needed for students, parents/families, faculty, and staff, which may include bilingual presentations, advising sessions, recruiting, etc.
- Support various programs such as New Student Week, Preview Days, Summer Orientation, Registration and Advising (SOAR), Transfer SOAR (TSOAR), Cesar Chavez Leadership Conference and other recruitment activities.
- Manage the Student Success Workshops in the Learning Management Software, Moodle; Teach Academic Success and/or Learning Seminars when needed
- Serve as a resource to faculty and staff on best retention and student success practices, including making presentations and developing written materials
- Assist in the assessment of WCS data and other student information to identify student success and retention trends; Co-author departmental/institutional reports for executive staff outlining student success interventions and trends on campus

**Working Conditions:**

- Occasional evening and weekend hours will be required

**TO APPLY SUBMIT THE FOLLOWING (PDF preferred):**

- 1) WOU Employment Application form (available at [www.wou.edu/prostaffapp](http://www.wou.edu/prostaffapp))
- 2) Cover letters (in English **and** Spanish) that address each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community.
- 3) Resume
- 4) Contact information for three references
- 5) Unofficial copy of transcript for highest degree earned

**Send to: S1866, Bilingual Academic Success Advisor**, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; **OR** e-mail to [employment@wou.edu](mailto:employment@wou.edu); **OR** fax to: 503-838-8144.

**Western Oregon University is an AA/EO/Veteran/Disability employer  
committed to increasing the diversity of its workforce.**