



Academic Success Advisor

Department: Student Success & Advising

Recruitment #: S1912

Closing Date: Preference given to applications received by April 19, 2019. Position open until filled

This is a full-time, 12-month, annually renewable, unclassified position in the Student Success & Advising (SSA) office at Western Oregon University (WOU) in Monmouth. Student Success & Advising serves as a resource to students and teaching faculty in both the College of Education and the College of Liberal Arts and Sciences. SSA assists students in acquiring and maintaining the academic skills necessary to succeed in their college careers by coordinating academic advising, student success, and tutoring.

Job Summary:

The Academic Success Advisor helps retain students through teaching strategies to achieve academic success. The position will be involved with using an early alert system which will allow for intrusive advising and support for students in overcoming challenges. This position will advise students regarding their life, career, and educational goals. They will help students with getting back on track, identifying obstacles to their success, and referring to on- and off-campus resources that may help the students. They will discuss with students any university policies, program requirements and timelines, course selection, and admissions procedures for specific programs.

Academic Success Advisors will work with students assigned to SSA and carry an official advising load. This advising load may consist of pre-nursing, exploratory, transfer, prospective students, and students on academic warning/probation. This position will also coordinate with the Transfer Specialist and faculty advisors to develop best practices and resources for advising transfer students.

This position may teach Academic Success and/or Learning Seminar courses when needed. They will also support various programs such as New Student Week, Preview Days, Summer Orientation, Registration, and Advising (SOAR), Transfer SOAR (TSOAR) and other recruitment activities as needed.

Minimum Qualifications:

- Bachelor's degree
- Current experience or training in social justice or diversity
- Knowledge of information technology including Microsoft Office Suite and other web applications
- Excellent written and verbal communication skills
- Demonstrated use of advanced problem-solving skills

Preferred Qualifications:

- Master's degree in ethnic studies, mental health, education, counseling, social work, or related field
- Professional experience working in a student success, retention, or advising role within higher education
- Experience utilizing Grades First early alert/student success software or similar system
- Bilingual competency in one of the following: Spanish or American Sign Language
- Knowledge of Banner SIS/Degree Works

****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.

Working Conditions:

- Maintain regular office hours (8am – 5pm) with evening and weekend hours required according to office schedule.

APPLICATION PROCESS

You may submit all materials online at www.wou.edu/prostaffapp

Required Application materials (PDF preferred):

- 1) WOU Employment Application form (available at www.wou.edu/prostaffapp)
- 2) Letter of application that addresses 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) Copy of unofficial transcript for highest degree earned

As an alternative, you may submit application materials to:

S1912, Academic Success Advisor, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; **OR** e-mail to 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.**