MSUAASF NOTICE OF VACANCY
Academic Advisor, College of Management

METROPOLITAN STATE UNIVERSITY, a vibrant and growing public, urban university, is seeking applicants for the position of Academic Advisor. This is a full-time, probationary position within the College of Management. This position is responsible for providing academic advising to undergraduate students who are seeking a degree in one of the majors offered by the College of Management. Academic advising includes assisting students in developing their goals and plans, reviewing various academic programs available to students, providing services to facilitate student success and academic progress, advocating for students’ educational interest, maintaining and reviewing student records, and explaining policies and procedures. Advising Center staff work collaboratively as a team, so the ability to work collaboratively with other staff and faculty is an important skill.

Responsibilities:

- Providing academic advising to an assigned population of College of Management students and other College of Management students and prospective students
- Presenting group advising information meetings
- Participating as a team member on the development and improvement of advising tools and resources
- Assisting College of Management faculty in their advising role
- Enforcing college and university policies and procedures
- Maintaining records of student contacts in print and electronic systems
- Verification of student completion of degree requirements

Minimum Qualifications:

The following qualifications are required of all applicants seeking consideration for this position. Only applicants whose resumes clearly demonstrate fulfillment of each of these minimum qualifications will be considered for the position:

- Bachelor’s degree from a regionally accredited college or university
- Equivalent of two years full-time experience in academic advising or advising related professional experience in a regionally accredited post-secondary educational institution
- Knowledge of practices and procedures related to student academic advising and retention
- Demonstrated commitment to student development and student success
- Excellent communications (interpersonal, intercultural, oral and written, group presentation) skills
- Demonstrated excellent attention to detail and ability to learn complex policy and procedure
- Demonstrated experience serving an ethnically and culturally diverse student body
- Demonstrated ability to work independently and as part of a team to implement improvement projects
- Availability to work some evening and weekend hours
- Ability to travel within the metropolitan area
- Evidence of experience working with computer-based student record systems

Preferred Qualifications:

- Master’s degree or equivalent (equivalent means two additional years of related professional experience)
- Academic advising experience
- Experience advising students in business/related programs, or experience working in a business setting, or business-related coursework
- Demonstrated commitment to ongoing professional development
- Experience providing academic advising through telephone, email, social media, video conferencing, or other innovative approaches to connecting with students
- Experience with students with U.S. military experience and/or educational benefits; or experience serving in the U.S. military

The University: Metropolitan State University, a member of the Minnesota State Colleges and Universities System, serves approximately 11,000 students in the greater Twin Cities Metropolitan area. We are the most diverse university in the system, with approximately 41% of our students coming from communities of color. The university offers programs leading to baccalaureate, masters and doctoral degrees. We provide accessible, high quality liberal arts, professional and graduate education with continued emphasis on marginalized groups, including adults and communities of color. Recognized in 2008 by the Carnegie Foundation for Community Engagement and named to the President’s Higher Education Community Service Honor Roll, the university is committed to academic excellence and community engagement through curriculum, teaching scholarship and services designed to support an urban mission.

Visit our web site at http://www.metrostate.edu

For campus safety information and crime statistics visit: http://www.metrostate.edu/msweb/resources/depts_services/security/campus_security.html
The College of Management: For information about the College of Management, please go to: [http://www.metrostate.edu/student/university-info/university-info/college-of-management](http://www.metrostate.edu/student/university-info/university-info/college-of-management)

**Salary:** This is a Minnesota State University Association of Administrative and Service Faculty (MSUAASF) Range C position with a salary range of $41,464 (minimum) to $71,819 (maximum). Salary is commensurate with education and experience, and is determined by the collective bargaining agreement between Minnesota State Colleges and Universities (MnSCU) and the MSUAASF organization.

* Employment for this position is covered by the collective bargaining agreement for the MSUAASF which can be found at: [http://www.hr.mnscu.edu/contract_plans/documents/2015-2017_MSUAASF_Contract.pdf](http://www.hr.mnscu.edu/contract_plans/documents/2015-2017_MSUAASF_Contract.pdf)

**Application:** To apply, go to [http://agency.governmentjobs.com/metrostatemn/default.cfm](http://agency.governmentjobs.com/metrostatemn/default.cfm)

Applications must be received by 11:59 p.m. on September 25, 2016.

Qualified applicants are required to attach the following documents to their online application:

- Cover letter of interest addressing how your qualifications align with the requirements of this position.
- Current curriculum vita or resume.
- Names of four (4) references with addresses, email addresses and telephone numbers.
- Transcripts - Valid unofficial copies of your transcript showing conferred/awarded date, your name and the academic institution’s name/logo are required. We do not accept copy/paste word documents with a list of courses/grades or DARS reports. If selected for hire, official original transcripts will be required.

If you need help submitting your online application, please contact NEO GOV @ 1-855-524-5627 for technical assistance.

If you have other questions related to this job announcement, please contact Human Resources, Search & Selection Specialist, Carla Ballard at 651.793.1319.

For TTY, call Minnesota Telecommunications Relay Service (TRS) at 7-1-1 or 1-800-627-3529.

**Notice:** In accordance with the MnSCU Vehicle Fleet Safety Program, employees driving on university business who use a rental or state vehicle shall be required to
conform to MnSCU’s vehicle use criteria and consent to a motor vehicle records check.

Metropolitan State University is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

The University provides reasonable accommodations to qualified individuals with disabilities upon request.