

MICHIGAN STATE UNIVERSITY

JAMES MADISON COLLEGE

Academic Specialist- Outreach

Annual Year (12 Month) Fixed Term Appointment System

**Position Overview**

The Academic Specialist will promote Diversity, Equity and Inclusion among students, staff and faculty, assist in the recruitment of students, and provide academic advising to students in the College. They will assist the College with the recruitment and retention of students, especially underrepresented populations. They will collaborate with the Assistant Dean of Diversity, Equity and Inclusion to develop new programming and workshops, as well as lead current programming designed to promote the retention of historically underrepresented groups. The candidate will advise current James Madison College students along with prospective students and parents about scheduling, curricular matters, and degree requirements. They will also assist in creating a culture of inclusion, promote equity and facilitate dialogue on diversity. Given the multiple responsibilities of the position, the ideal candidate will be self-motivated and able to work independently, yet also possess the ability to work effectively as an integral member of teams both inside and outside of the College.

**PRIMARY RESPONSIBILITIES INCLUDE:**

- Assist with recruitment and retention efforts for the College with particular focus on historically underrepresented students.
- Work with Office of Admissions, Lyman Briggs College, the Residential College in Arts and Humanities, and The Honors College on recruitment while informing incoming students and parents on scheduling and degree requirements.
- Participate in campus programs aimed at the recruitment of prospective students and off-campus college fairs, high school visits and other University recruitment functions.
- Collaborate with the Assistant Dean for Diversity, Equity and Inclusion to develop, design and direct programming that builds and maintains an environment that is inclusive. Coordinate with the Assistant Dean on the development and implementation of a summer bridge program and coordinate the MADI (Madison Academic Diversity Initiative).
- Assist with the coordination of efforts related to Residential Life staff, including Residential Assistants and Intercultural Aides.
- Aide in the assessment of diversity, equity and inclusion-related programs and initiatives within the College.
- Collaborate with partners across campus in programming and committee assignments including, but not limited to, Intercultural Aides.
- Advise undergraduate students at James Madison College on course scheduling, degree requirements, and other available course curriculum options.
- Mentor and serve as a resource to undergraduate students.

- Assist with advising at New Student Orientation Program and other programs designed to foster persistence and retention especially among students from historically underrepresented groups.
- Perform other duties that may be assigned, including the hiring and the supervision of student workers and student volunteers.

### **MINIMUM QUALIFICATIONS**

A Bachelor's degree is required and Master's preferred for this position. Well prepared candidates will have

- at least one year of full-time work in student affairs/services program such as admissions, academic advisement, orientation, student activities, or housing/residence life.
- demonstrated commitment to diversity, equity and inclusion
- excellent written, oral, and presentation communication skills are essential.
- strong organizational skills with emphasis on long term planning for recruitment and outreach are vital to the success of the applicant.
- an ability to work closely with units across campus.
- willingness to work occasional nights and weekends (note that this position requires some in-state and overnight travel).

Please submit a resume; a letter of interest that details experience advising students, including experiences or plans to support marginalized and historically underrepresented students. The names and contact information of three confidential references must be provided as part of the application process. MSU will contact these references with instructions for the references on how to upload their confidential letter into MSU's application system.

Applications must be submitted electronically to the Michigan State University Human Resources web site: <https://careers.msu.edu>. Please see posting number **760019** for complete instructions on how to apply. Review of applications will begin on February 14, 2022 and will continue until the position is filled. Please contact Katie Dyjach ([dyjachk@msu.edu](mailto:dyjachk@msu.edu)) with any questions.

MSU is an Affirmative Action/Equal opportunity employer. MSU is committed to achieving excellence through cultural diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship, age, disability or protected veteran status.

Michigan State University occupies the ancestral, traditional, and contemporary Lands of the Anishinaabeg—Three Fires Confederacy of Ojibwe, Odawa, and Potawatomi peoples. The University resides on Land ceded in the 1819 Treaty of Saginaw.