Academic Advisor

Job no: 516109

Work type: Staff

Location: Humboldt

Categories: Unit 4 - APC - Academic Professionals of California, Probationary, Full Time, Education Support Professionals

Academic Advisor (3 Positions)

Academic and Career Advising Center
Job # 516109

Close Date: Tuesday, December 6, 2022

(Job #516109) Student Services Professional II, Academic Advisor, $4,610-$6,556 Monthly. Appointments are typically made at the beginning of the salary range. Salary is commensurate with qualifications and experience. This is a full-time, benefited, exempt, 12-month pay plan, permanent position with a one-year probationary period in the Academic and Career Advising Center. It is an exciting time to become an advisor at Cal Poly Humboldt. We welcome candidates with past advising experience but we also highly welcome those who are looking to transition into a career in student services and support. We have advisors from diverse fields of education, professional pathways, and backgrounds and some of the best advisors come from alternative fields! As long as you carry a passion for supporting students of all backgrounds and meet the minimum qualifications you should apply. Additionally, our advisors serve majors in the sciences, professional studies and the arts and humanities. If you have the desire to apply a relevant background in areas of study at our university, you are encouraged to apply. Although advisors could be working with any major, your own academic background and journey can make a great difference. This position comes with a premium benefits package that includes outstanding vacation, medical, dental, and vision plans, life insurance, voluntary pre-tax health and dependent care reimbursement accounts, a fee waiver education program, membership in the California Public Employees Retirement System (PERS), and 14 paid holidays per year. Additional benefits information can be found at https://hraps.humboldt.edu/employee-benefits.

Now is an exciting time to join the Academic and Career Advising Center as we transition to Cal Poly Humboldt! Cal Poly Humboldt has been named the state’s third polytechnic institution and the first in Northern California. Backed by a historic state investment, we’re adding in-demand new academic programs, building new facilities, and growing our enrollment. Cal Poly Humboldt is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. We are committed to achieving the goals of equal opportunity and
endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Cal Poly Humboldt can be found at http://www.humboldt.edu/.

Cal Poly Humboldt sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi’ni (over in the woods). Cal Poly Humboldt was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

Cal Poly Humboldt is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

**Position Summary:** Under the supervision of the Director of Advising, the person in this position serves as primary academic advisor to students in designated majors and programs including first-generation, low-income, racially, and ethnically diverse students. This person also provides support for various Academic & Career Advising Center activities and cooperative endeavors such as serving as a drop-in advisor in the Center, participating in orientation, providing faculty advisor training; and various retention and student success initiatives; providing withdrawal counseling, major exploration; developing and presenting workshops and presentations, including classroom and student organizations; and developing relationships with faculty and academic department staff. Please note this is an in-person position on campus only.

**Key Responsibilities:**

**Academic Advising (75%):** Using a holistic approach, act as primary academic advisor for students in designated majors and programs with a demonstrated commitment to first-generation, low-income, and traditionally marginalized students. Assess and adapt services or programs to the needs of academically and culturally diverse students. Explain academic policies and procedures, and act as mentor and advocate. Plan, promote, and participate in activities to encourage advisees to be successful in their major. Help students build schedules and construct academic plans that will ensure their successful progress towards meeting their degree objectives. Advise assigned students on academic probation to help them return to good standing. Connect students with appropriate campus resources. Assist the general student population with all manner of questions related to degree completion and career-related experiences, either through drop-in hours or by appointment. Track and facilitate interventions on student performance as applicable. Attend staff meetings, develop, and maintain a thorough knowledge of academic policies and procedures, withdrawal counseling, retention, and student success initiatives campus wide. Serve as member of liaison team to academic college(s) in an effort to support faculty and staff in matters related to academic advising. Maintain complete and accurate records on students served and specific services or referrals provided and report this information as needed. Maintain
records on students’ academic progress and persistence and conduct regular needs assessment of assigned students. Act as an advocate for non-traditional students where typical guidelines and solutions are not available or are not adequate. Assess student needs, identify institutional barriers, and design appropriate interventions and solutions. Work with campus partners to develop appropriate solutions and/or interventions.

General undergraduate advising, referral and programming (10%): Meet with undergraduates to review progress towards meeting all-university requirements (general education, DCG, Institutions, unit, and GPA minimums, etc.) Attend staff meetings, develop, and maintain a thorough knowledge of academic policies and procedures, withdrawals counseling, support advising, retention, students success initiatives campus wide, and engage with campus committees on advising. Participate in the development, administration, analysis, and reporting of program evaluation and performance outcomes. Participate in new and prospective student orientation and recruitment programming.

Academic Department/Campus Activities (10%): Build connections with staff, faculty, and students within assigned academic department including attending departmental meetings, events, and programming. Assist departments with programming and activities related to student success, academic planning, retention, and graduation rates. Participate in campus-wide efforts related to student success. Serve as member of liaison team to academic college(s) in an effort to support faculty and staff in matters related to academic advising and consult and advise on advising best practices.

Other Duties as Assigned (5%)

Knowledge, Skills, and Abilities Associated with this Position Include: This person must have a strong commitment to student success and cultural competence through a supportive approach to students and their individual needs with a demonstrated commitment to first-generation, low-income, and traditionally marginalized students. The person understands and values the importance of higher education and recognizes the impact advisors have on students’ educational experience. The person must have excellent interpersonal communication skills to effectively communicate with diverse populations, be able to write well and present to large groups of people. The person will pay strong attention to detail and have the ability to prioritize their time to the most urgent needs of the students, demonstrate sound and mature judgment and be flexible to changing situations. The person must have the ability to understand, interpret, and communicate complex policies and procedures clearly, thoroughly, and tactfully. The person will support the campus commitment to social and environmental justice. This person must be able to work independently as well cultivate a cooperative, communicative, and collegial attitude towards office colleagues, faculty, and members of the university community. This position requires basic data entry skills, the ability to extract and analyze information from a complex student information system, interpret and explain reports and academic transcripts, Zoom, skill in word processing and basic computer programs such as Excel and Power Point.
Minimum Qualifications: Bachelor’s degree or equivalent. Two years of professional experience in one of the student services program areas or in a related field; experience should give evidence of competence and indicate the potential for further growth. A master’s degree in a job-related field may be substituted for one year of the professional experience.

Preferred Qualifications: Experience with PeopleSoft is highly desirable.

Application Procedure: To apply, qualified candidates must electronically submit the following materials via PageUp:

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references

Application Deadline: The deadline to submit application materials before the close date is 11:59 p.m. on Tuesday, December 6, 2022.

Any inquiries about this recruitment can be directed to careers@humboldt.edu or Cal Poly Humboldt’s Human Resources Office at (707) 826-3626.

Working in the state of California is a condition of employment for this position. Even if part or all of an employee’s assignment can be performed remotely, the employee must maintain a permanent residence in the state of California. The employee must be able to accept on-campus work assignment, as assigned, and come to campus when needed.

CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement. The systemwide policy can be found at https://calstate.policystat.com/policy/9779821/latest/ and questions may be sent to mailto:hr@campus.edu.

Cal Poly Humboldt hires only individuals lawfully authorized to work in the United States. In compliance with state and federal crime awareness and campus security legislation, including The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, California Education Code section 67380, and the Higher Education Opportunity Act (HEOA), the Cal Poly Humboldt Annual Security Report is available at: https://clery.humboldt.edu/content/annual-security-reports.

CAL POLY HUMBOLDT IS NOT A SPONSORING AGENCY FOR STAFF OR MANAGEMENT POSITIONS (e.g. H1-B VISAS)
Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. Satisfactory completion of a background check (including a criminal records check, employment verification, and education verification) is required for employment. Cal Poly Humboldt will issue a contingent offer of employment to the selected candidate, which may be rescinded if the background check reveals disqualifying information, and/or if it is discovered that the candidate knowingly withheld or falsified information. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Failure to satisfactorily complete or adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.

Cal Poly Humboldt is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Cal Poly Humboldt can be found at www.humboldt.edu.

Cal Poly Humboldt is a Title IX/Affirmative Action/Equal Opportunity employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. Mandated Reporting: This position may be considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

Class Code:3082
Publication Date: November 14, 2022

Advertised: 14 Nov 2022 Pacific Daylight Time

Application Closes: 06 Dec 2022 Pacific Daylight Time

To apply, visit https://apptrkr.com/3639683

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