



CAREER OPPORTUNITY

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Position Information

Posting Date: May 7, 2008
Working Title: Assistant Director of the Engineering Academic Advising Center
Reporting Unit: College of Engineering
Requisition Number: 13363
Salary Range: \$4,373/month - \$6,238/month
Hiring Range: \$4,373/month - \$4,918/month
Excellent Benefits Package: [Academic Professionals of California\(APC\) Benefits Summary](#)
First Screening Date: May 21, 2008
Applications received after the first screening date will be considered at the discretion of the University.
Position Classification: Student Services Professional IV
Bargaining Unit: Academic Professionals of California

****First Screening Date Extended: May 30, 2008****

About the Position

The Engineering Student Success Center at San José State University provides support for the academic mission of the University and collaboratively works with the campus community to enhance student success. The Engineering Academic Advising Center is a unit within the Engineering Student Success Center that provides academic advising services for approximately 3400 undergraduate students in the College of Engineering (COE).

Reporting to and receiving work lead direction from the Executive Director of the Engineering Student Success Center, the Assistant Director of the Engineering Academic Advising Center is responsible for developing, implementing, and managing an effective advising system for undergraduate engineering students. The incumbent serves as the unit lead for selected projects/student populations as assigned, serves on college/university committees, and may on occasion act in the Executive Director's absence. He/she has responsibility for day to day unit operations.

Responsibilities include, but are not limited to:

- Develops and implements standardized processes for GE and major advising for the COE.
- Advises and audits the academic progress of COE students; develops tracking system that provides notices and reports.
- Advises on general university policies and procedures.
- Advises on remedial, probation/disqualification matters and assists students in resolving academic difficulties.
- Provides advising leadership for the Engineering Advising Center, developing and ensuring policies and procedures are followed, and providing excellent customer service.
- Assists COE faculty advisors with GE advising, major advising and academic procedures; disseminates information on academic policies to ensure each department is in compliance.
- Provides day to day supervision, training and performance evaluation for staff members and 2-3 student assistants in the Center.
- Maintains confidential student academic records for the COE, initiating and processing changes via PeopleSoft.
- Organizes and oversees New Student Orientation and TIP programs for the COE, monitors First Year student retention efforts, assists College of Engineering Student Program Coordinator with Open House and other new student programs through the year.

Qualifications:

We require a bachelor's degree in Education, Psychology, Student Personnel Services, Counseling or a related field, plus four years of progressively responsible student services work experience which includes student advising and/or supporting admission functions in a university environment. A

Master's degree in a directly related field may be substituted for one year of experience. We prefer at least one year of experience in a lead or supervisory role.

Candidates should have:

- Excellent organizational skills including ability to prioritize responsibilities, multi-task, and meet deadlines.
- Demonstrate ability to relate well to students, faculty, and parents.
- Thorough knowledge of English grammar, business writing, punctuation and spelling; ability to compose and format correspondence, reports, and communications.
- Ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

Some weekend and evening functions may be required.

Required Application Material

- Résumé
- Letter of interest
- SJSU Employment Application: [PDF version](#) [MS Word version](#)

Note to Applicant

Evidence of degree(s) or certification(s) may be required at time of hire. Every applicant who reaches the final level of interviews will be required to submit their fingerprints to the Livescan Prints Service through the University's Police Department. SJSU will pay all costs associated with this procedure.

Equal Opportunity Statement

SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose.

For the [SJSU Annual Safety Report](#) (www.sjsu.edu/safetyreport)

Contact Information

[Human Resources](http://www.sjsu.edu/hr) (www.sjsu.edu/hr)

One Washington Square • San José, CA 95192-0046

Phone: 408-924-2250 • Fax: 408-924-2257 • Email: hrsg@sjsu.edu

University Shared Values

Learning

Valuing education and promoting life-long learning.

Student and Employee Success

Placing our highest priority on academic success and personal growth.

Excellence

Setting the highest standards in all we do.

Integrity

Being honest, fair and accountable for our actions.

Diversity

Respecting diversity and recognizing the strength this factor brings to our community.

Community

Valuing collaborative relationships.