



CAREER OPPORTUNITY

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Position Information

Posting Date: June 6, 2008
Working Title: Academic Advisor/Orientation Coordinator
Reporting Unit: Student Affairs
Requisition Number: 13381
Salary Range: \$3,834/month - \$5,462
Hiring Range: \$3,834/month - \$4,196
Excellent Benefits Package: [Academic Professionals of California\(APC\) Benefits Summary](#)
First Screening Date: June 23, 2008
Applications received after the first screening date will be considered at the discretion of the University.
Position Classification: Student Services Professional III
Bargaining Unit: Academic Professionals of California

About the Position

Academic Advising & Retention Services (AA&RS) is a learning support, academic assistance, retention and service-oriented unit. Our mission is to facilitate successful student persistence through the completion of the baccalaureate degree.

Reporting to the Director of AA & RS, the Academic Advisor/Orientation Coordinator provides a wide range of academic advising and retention services for undergraduate students attempting to complete Title 5, California State University (CSU), and San José State University (SJSU) requirements relating to baccalaureate degree requirements. Working independently, develops, coordinates, implements, and assesses academic support and other retention services and programs in accordance with University policies to insure student success through graduation. In particular, works with the Assistant Director as part of a team to provide transition programming for incoming students, recommending initiatives related to the plan, executing the approved plan, and evaluating the program. Incumbent serves as liaison to appropriate committees and work groups related to transition programming.

Responsibilities include, but are not limited to:

- Provide retention & advising services consistent with CSU, SJSU, UGS and Academic Advising and Retention Services policies and procedures to ensure student success
- Develop & maintain liaison relationships. Develop rapport with faculty advisors; become a member of appropriate College committees; become expert on Frosh/entry level orientation courses; design partnerships and collaborations, e.g. workshops for specific majors; and update matrices and share information with appropriate partners, in particular Technical Services
- Assist in the planning, development & implementation of retention related programs, with special focus on transition programming: Orientation, Transfer Information Program, Summer Bridge and other initiatives relevant to servicing targeted populations
- Conduct Student Development seminars and workshops as an essential feature of Academic Advising and Retention Services' plan, priorities, goals and objectives, to maximize efficient service delivery

Evening work may be required.

Qualifications:

We require a bachelor's degree in a related field plus three years of progressively responsible student services work. A Master's degree in a related field (Behavioral Sciences, Education, or Counseling) is preferred and may be substituted for one year of experience. Knowledge of admissions and

academic/General Education requirements, admissions and registration processes, and resources available to students, new students in particular; and experience with program coordination. Working knowledge of software applications: word processing, spreadsheet, and database management required. Experience conducting workshops, special events, coordinating programs and making effective presentations preferred.

The ideal candidate will have advising, student services and retention services experience in a higher education environment, especially with under-represented/marginalized students. In addition, this individual will have experience with student transitions. Must have the ability to quickly learn and apply a variety of state, federal, CSU and SJSU policies and procedures. Candidate will have excellent customer service skills, strong written and oral communication skills, and have the ability to work independently and collaboratively. The candidate will provide a work history that demonstrates commitment to inclusive excellence and student success.

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](#) (www.sjsu.edu/hr)

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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.