

FERRIS STATE UNIVERSITY

HUMAN RESOURCES

Position Title:	Director of Academic Advising
Location:	Big Rapids (Main Campus)
Department:	42001 - EIO Grand Rapids Admin
Advertised Salary:	\$80,000-\$88,000 Salary commensurate with education, experiences, and other requirements. Comprehensive benefit package (health care, vacation, etc.)
FLSA:	Exempt
Temporary/Continuing:	Continuing
Part-Time/Full-Time:	Full-Time
Union Group:	N/A
Term of Position:	12 Month
At Will/Just Cause:	At Will
Summary of Position:	<p>Pursuant the collective bargaining agreement (CBA) and more specifically, the provisions concerning the accretion of academic advisors, this position provides central leadership and direction for all 12-month advisors including all CBA-related matters.</p> <p>The anticipated start date for this position is February of 2023. However, this is an estimated date and can be revised if needed.</p>
Position Type:	Staff
Required Education:	Master's degree in related field from an accredited institution
Required Work Experience:	<p>Strong background in higher education academic advising</p> <p>Seven years of direct experience working with students in a higher education setting</p>
Required Licenses and Certifications:	

<p>Physical Demands:</p>	<ul style="list-style-type: none"> • Office Environment • Bending • Carrying • Moving • Reaching • Sitting • Twisting • Balancing • Lifting • Pulling/Pushing • Repetitive Movement
<p>Additional Education/Experiences to be Considered:</p>	<p>Proven ability to supervise, train, and develop staff, including the demonstrated ability to recruit, retain, mentor, and support a diverse staff</p> <p>Understanding of student development, high impact practices, and student success work in a university setting</p> <p>Track record of successful implementation of innovative practices, processes, and programs related to the undergraduate student experience, including their evaluation and assessment</p> <p>Demonstrated commitment to diversity, equity, inclusion, and culture, including direct experience working with students to provide inclusive and welcoming activities and experiences</p> <p>Experience building strategic and sustainable cross-organizational partnerships</p> <p>Demonstrated ability to lead change and innovation in a complex organization</p> <p>Outstanding interpersonal skills with the ability to establish positive and respectful working relationships with students, staff, and faculty</p> <p>Direct experience managing budgets</p> <p>Experience working with, and either supporting or leading change within, a collective bargaining organization</p>
<p>Essential Duties/Responsibilities:</p>	<p>Lead 12-month academic advisors and provide on-going resources, support, and professional development opportunities in the areas of developmental, appreciative and full-range advising and student success.</p> <p>Update and maintain necessary online resources including, but not limited to, the Advising webpage, the student success management platform (Navigate) and online advising tools.</p> <p>Establish an Academic Advising Advisory Committee to articulate processes and process guidance to help advance the</p>

	<p>best possible student experience.</p> <p>Work closely with the Dean to articulate and implement an advising model that is inquiry-based, steeped in student's academic and creative interests, structured through a semester-to-semester continuous process, and intentionally focused on mitigating equity gaps.</p> <p>In collaboration with faculty, develop long and short-term advising initiatives supporting early and ongoing student engagement, and increased rates of persistence and graduation.</p> <p>Convene regular meetings with 12-month academic advisors.</p> <p>Lead dialogue with 12-month academic advisors to create, recommend and implement processes and procedures. These include, but are not limited to, reappointment, tenure, merit, promotion, post-tenure review, learning/advising outcomes, and assessment practices.</p> <p>Serve as an active member of the Dean's Administrative Council.</p> <p>Assist with the organization, development, and coordination of student information events, e.g., Dawg Days, Academic Opportunities Fair, etc.</p> <p>Assist in the delivery of New Student Orientation programming for new, first-time and transfer, students.</p> <p>Maintain a connection to state, regional and national advising professionals to inform advising practice.</p> <p>Demonstrates an understanding of diversity, equity, and inclusion, especially in working relationships with students, faculty, staff, and community members.</p> <p>Any other duties assigned within the position classification area.</p>
Marginal Duties/Responsibilities:	
Skills and Abilities:	Demonstrated commitment, experience and understanding for diversity, equity, and inclusion.
Required Documents:	<ul style="list-style-type: none"> • Resume • Cover Letter • Unofficial Transcript 1
Optional Documents:	
Special Instructions to Applicants:	Unofficial Transcript 1 (REQUIRED): Applicants must attach a copy of unofficial transcript of Master's degree in related field from an accredited institution.

	Transcript must include Institution name, applicant name, date degree attained, degree awarded. Finalist will be required to submit an official transcript.
Initial Application Review Date:	January 3, 2023
Open Until Position is Filled?:	Yes
Posting Close Date:	
Contact Information and EEO Statement:	<p>For inquiries related to this job posting please contact Ferris State University's Human Resources Department at (231) 591-2150 Monday - Friday between 8 AM to 5 PM EST or you may email us at www.fsujobs@ferris.edu.</p> <p>Ferris State University, an Affirmative Action/Equal Opportunity employer, is committed to enhancing equity, inclusion, and diversity within its community. Ferris offers employment opportunities to qualified candidates seeking careers in a student-focused environment that values opportunity, collaboration, diversity and educational excellence. Learn more about the Ferris Mission and community at ferris.edu. The University actively seeks applications from women, minorities, individuals with disabilities, veterans, and other underrepresented groups. For more information on the University's Policy on Non-Discrimination, visit: Ferris Non-Discrimination Statement.</p>