POSITION OVERVIEW:
The Assistant Director of Academic Advising is a professional position that reports to the Director of the Academic Success Center (ASC) to provide strategic and transformational leadership in the area of academic advising to support and supplement Stetson’s faculty advising model. This position also works with the Director and Assistant Director of the ASC to help shape and carry out the vision for the department and works synergistically with departments within Campus Life and Student Success (CLAaSS), the university in its entirety, and faculty and academic leaders from all of Stetson’s educational programs in the development and implementation of programs to challenge and support students who dare to be significant™.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
The qualifications and skill requirements for this position include:

Masters and at least two years’ experience in academic advising preferred especially in the area of first-year and discovery/undecided advising. Excellent data and information management skills; quality community building and collaboration skills; passion for student development through cutting-edge national practices; ability to relate well to students, parents, scholars, faculty, staff and others from diverse cultural backgrounds; strong written and verbal communication skills; diligent attention to detail and meticulous record-keeping; sound professional judgment and a strong sense of ethics; ability to create and maintain efficient systems and processes; ability to work independently with little supervision; and ability to work effectively and successfully in a dynamic and energetic team.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
The essential job functions and responsibilities (please note that any physical requirements should be listed as a part of relevant essential functions, i.e. lifting requirements, equipment operations, etc.):

- Coordinate summer advising outreach to incoming students including development and implementation of materials to educate students about the institution and assist with the transition from high school to college
- Maintain oversight and direction for all campus academic advising policies and procedures, in collaboration with the colleges and schools, the registrar, and enrollment management Serve as an information resource for students, faculty, staff and parents in matters related to advising
POSITION TITLE: Assistant Director of Academic Advising

- Provide summer and academic year advising for first year and transfer students in concert with faculty advisors
- Co-facilitate with Career and Professional Development the Discovery program for undeclared students as well as providing services to all students in their collegiate discovery process
- Collaborate with ASC team to provide and train others on Discovery Success Coaching
- Work with Director of the ASC on faculty development in the area of advising
- Assess the quality and success of the academic advising resulting in continuous improvement of services and implementation of learning outcomes
- Provide success coaching to students and student success programming and workshop sessions
- Facilitate outreach to students for academic support (e.g. students on academic warning or students with mid-term deficiencies)
- Supervise a graduate assistant and facilitate advising team
- Manage Discovery and advising budgets
- Stay current on best practices for Institutions of Higher Education in the areas of discovery and advising
- Research opportunities for grants and work collaboratively with the office of Cooperate and Foundation Relations to apply for grants
- Attend and participate in division, department and university-wide meetings and represent Campus Life and Student Success as needed
- Performs other site and position specific functions as assigned.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.