# **Southern Connecticut State University**

**Education Academic Advising Center**

**Faculty Coordinator**

**2023-2025**

The Provost is soliciting applications from individuals who are interested in serving as the Education Academic Advising Center Faculty Coordinator.

## Overview:

The University’s undergraduate model of academic advising is designed to deliver a consistent and highly effective academic advising experience for all students. While faculty advisors and departmental level advising forms the core of advising on campus, six Academic Advising Centers (AACs) provide targeted supportive advising services to students within the AAC’s respective “neighborhoods” of disciplines (STEM, Arts & Humanities, Behavioral & Social Sciences, Business, Education, Health and Human Services). The EDU neighborhood includes the all the departments in the College of Education. The AAC consists of an Assistant Director of Academic Advising and an AAC Faculty Coordinator.

The Education AAC Faculty Coordinator, working collaboratively with the Faculty Director of UG Advising and the EDU AAC Assistant Director of Academic Advising, will play a leadership role in representing the interests of all departments within the neighborhood in the work of the AAC and will work collaboratively in support of high-quality academic advising within the departments. In addition, the AAC Faculty Coordinator acts as a member of the General Studies program steering committee and, when appropriate, serves as faculty advisor for General Studies: Educational Studies Concentration majors.

## Duties and Responsibilities:

* Work collaboratively with the Faculty Director of Academic Advising, the Director of Academic Advising, and AAC Assistant Director of EDU AAC to play a leadership role in the EDU neighborhood and university-wide academic advising policy and programmatic initiatives;
* Serve as a liaison between the EDU Academic Advising Center and the HHS neighborhood departments, to support AAC and department collaboration and communication;
* Plan and facilitate neighborhood-wide academic advising related initiatives and events;
* Provide leadership in supporting the EDU AAC Assistant Director of Advising and Department Chairs in identifying and creating academic advising resources appropriate for departments or across the EDU neighborhood;
* Participates in and provides leadership on neighborhood and university-wide initiatives related to academic advising.
* Participate in EDU AAC and university-wide events related to advising, such as New Student Orientation, Transfer Student Orientation, Major Expo, Accepted Students/Discovery Day, Departmental Open Houses, Week of Welcome events, and other similar events;
* Provide training and support for EDU neighborhood department faculty, with a focus on mentoring new faculty regarding the role of faculty advising and in the use of advising tools such as Navigate, DegreeWorks, BannerWeb);
* Serve on the General Studies Program steering committee, led by the Faculty Director of UG Advising;
* Serve as assigned advisor for GNS-Educational Studies major.

## Persons seeking this position must have the following qualifications:

* Full-time, tenured or tenure-track faculty member at SCSU for at least one year in a department within the neighborhood/school.
* Demonstrated excellence in university teaching and advising.
* Passion for and comfort with providing holistic advising and a deep commitment to student success.
* Demonstrated history of ability to work collaboratively within a collegial environment with faculty, staff, and students with diverse backgrounds and varied roles, particularly across departments within the AAC neighborhood.
* Proficiency or willingness to learn best practices, as well as university policies and procedures, related to academic planning and advising such as: the LEP, major requirements for the programs in the neighborhood; career goals and graduate school requirements in areas related to programs in the neighborhood; university academic policies impacting advising.
* Proficiency or willingness to learn advising tools (e.g., Navigate, Degree Works, Banner).
* Superior leadership and interpersonal skills and ability to use them to lead, problem solve, and achieve goals.
* Excellent communication (oral and written) and organizational skills.
* Willing and able to manage ambiguity and to work independently on projects.

## Preference will be given to those applicants with the following experiences:

* Experience in departmental academic or advising leadership roles(s) at the coordinator level or higher.
* Demonstrated ability to innovate and provide creative leadership.

## Application Process:

Persons interested in seeking the position should apply using the [online application](https://forms.office.com/r/M8UnWgNMK3) between Jan. 20-Feb. 3, 2023.

The Associate Vice President for Academic Affairs will review the materials of all applicants and will interview selected finalists from among the applicants for the position. The Provost will announce the choice for the position after the successful applicant notifies the AVP AA and the Provost of their acceptance of the position.

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## Reassigned Time, Effective Date, and Term of Appointment:

The AAC Faculty Coordinator will receive three (3) hours of reassigned time during each of the fall and spring semesters. The Coordinator will receive 0-3 credits for work performed during the summer aligning with relative workload based on enrollments.

This appointment will be effective upon the first day of the summer A Term 2023. The term will be two (2) years from the date of appointment. The position will be re-advertised in the spring of the final year of the incumbent’s appointment. The incumbent may apply for a third and final term.

Revised January 20, 2023