

Faculty Advising Coordinators (FCs)

Reporting to Faculty Director of Academic Advising (FDAA); up to three FA coordinators will be selected to work together to perform the following tasks/functions:

- Faculty Training on Advising Tools including Degree Works (Degree Evaluation and Degree Plan) and Navigate
 - Work with FDAA to update and add to existing advising materials
 - Work with FDAA to develop training sessions on advising tools
 - Schedule and deliver trainings on use of advising tools to all faculty
 - Be available for one-on-one troubleshooting of faculty advising questions
- Advising Faculty Advisors
 - Schedule and lead regular discussions with faculty across campus on best practices in advising
 - Work with departments to develop creative solutions to advising problems
- Facilitating Student Engagement in the Majors
 - Work with departments and schools/colleges to develop outreach efforts, particularly to first-year and Exploratory students
 - Work with departments to promote opportunities such as special courses, minors, and certificates
 - Work with the Coordinator of Major Exploration on events including the Major/Minor fair and Majors Exploration week
 - Work with the Office of Career and Professional Development on events such as career fairs; help departments connect with OCPD to utilize their resources in the major

Preferred Qualifications:

- Full-time, tenured or tenure-track faculty member at SCSU for at least one year.
- Passion for and comfort with providing holistic advising and support to students and a deep commitment to student college success.
- Proficiency or willingness to learn policies and procedures related to academic planning and advising, such as: the LEP, major requirements; career goals and graduate school requirements for different fields; academic policies (e.g., grade replacement, Fresh Start, transfer waivers, etc.).
- Proficiency or willingness to learn advising tools (e.g., Degree Works, Navigate, Banner).

For best consideration, please apply by uploading materials to <https://forms.office.com/r/dhZ4cvxpW2> before **April 24th**. The FDAA will contact candidates directly for interviews.