**Southern Connecticut State University Office of Academic Affairs**

**Announces an Opening for a Leadership Role**

**Faculty Director of Advising**

**2023-2025**

In accordance with university policy for leadership positions for which full-time faculty receive reassigned time from the administration, the Provost is soliciting applications from individuals who are interested in serving as Faculty Director of Advising.

# Duties and Responsibilities:

SCSU is dedicated to providing a consistent and highly effective academic advising experience for all students that seeks to retain students and support them to successful program completion. The Faculty Director of Advising partners with the Director of Advising to provide vision and leadership for undergraduate academic advising at Southern. This role supports high-quality academic advising on campus by working collaborative with campus partners to identify and develop solutions to barriers and complexities that impact student retention. The Faculty Director of Advising acts as the Director of the General Studies program, which includes the Exploratory program, providing academic leadership and oversight of these programs. The Faculty Director reports to the Associate Vice President for Academic Affairs.

# Specific responsibilities include, but are not limited to the following:

* In partnership with the Director of Advising, provide leadership in the delivery of high quality advising for students at SCSU, with a focus on supporting faculty advisors and/or departmental and programmatic level advising practices.
* In collaboration with Faculty Senate, academic departments and other campus partners, provide vision and leadership in the development of policies and practices that guide the work of faculty advisors on campus.
* Collaborate with academic deans, department chairs, and campus partners to identify and address barriers that impact student retention and program completion (i.e., program scope and sequencing, course scheduling and planning analysis, transfer student pathways, registration).
* Provide support to academic programs/departments in the development of advising strategies and supports (e.g.: methods of advising, use of technological platforms, academic maps).
* Facilitate the seamless transitions of student advising between the AACs and major department and major faculty advisor, monitoring the process to ensure that all students have an assigned advisor.
* Work collaboratively with the Directors of Faculty Development to provide on-going professional develop to faculty related to best practices in academic advising, including faculty training on the use of technology platforms that support academic advising (e.g.: Navigate, DegreeWorks, SPROD, Schedule Planner)
* Support, train and oversee the Faculty Coordinators who serve in the Academic Advising Centers (AACs).
* Direct the General Studies program, providing leadership and oversight of the academic program, and lead the General Studies Executive Committee on all aspects of programmatic oversight and practices.

# Persons seeking this position must have the following qualifications:

* Full-time tenured faculty member.
* Robust understanding of undergraduate curriculum, program degree requirements, the Liberal Education Program, and academic policies, etc.
* Demonstrated history of ability to work collaboratively in a collegial environment with faculty, staff, and students with diverse backgrounds and varied roles, and with internal and external groups.
* Demonstrated excellence in teaching and advising undergraduate or graduate students.
* Superior interpersonal skills and ability to use them to achieve goals.
* Excellent communication (oral and written) and organizational skills.
* Willing and able to manage ambiguity.

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

* Experience with technology tools used to support academic advising (e.g., Navigate, DegreeWorks, Banner).
* Experience in administrative or leadership role(s).
* Demonstrated ability to innovate and provide creative leadership.
* Demonstrated commitment to student retention and persistence.
* Experience in strategic planning and assessment.

**Application and Selection 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.

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

The Faculty Director of Advising will receive six (6) hours of reassigned time during each of the fall and spring semesters. Director will receive 0-3 credits for work performed during the summer aligning with relative workload based on enrollments.

This appointment will be effective upon selection. 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.

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