

## **Interdisciplinary Studies Faculty Advisor (interim, one-year appointment) 10-month position**

In accordance with university policy for leadership positions for which full-time faculty receive reassigned time, the Provost is soliciting applications from individuals who are interested in serving as an Interdisciplinary Studies Program Faculty Advisor for the AY 2024-2025.

### Duties and Responsibilities:

In the Interdisciplinary Studies Program Advising Center, Faculty Advisors will work collaboratively with the Program Director and Administrative Coordinator to support the success of Interdisciplinary Studies majors. The Interdisciplinary Studies Faculty Advisor will be the assigned advisor for Interdisciplinary Studies students who are secure in the major, providing them with academic advising, curricular planning, and mentorship. Unlike other majors with set curricula, each Interdisciplinary Studies student is on a unique path. The Interdisciplinary Studies Faculty Advisor's work related to academic advising and mentoring of students requires knowledge of the development of interdisciplinary plans of study and knowledge of university-wide curricular offerings and policies. Interdisciplinary Studies Faculty Advisors support Interdisciplinary Studies majors in following a program of study that combines multiple concentrations and mentor students as they make interdisciplinary connections between their concentrations and coursework.

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

- Provide academic advising to prospective and assigned Interdisciplinary Studies majors.
- Develop advisees Interdisciplinary Studies plan of study and monitor student academic progress to degree within the program (including LEP requirements, requirements for each concentration within the major, and any other major requirements).
- Assist advisees in the selection of classes for all concentrations within the Interdisciplinary Studies Major and Liberal Education Program.
- Utilize academic advising materials, technological tools (such as Degree Works, BannerWeb, and JotForm), and other best practices to advise students.
- Perform administrative tasks related to advising, which may include entering workflow permissions as appropriate.
- Engage in continuing professional development related to student development and academic advising.
- Participate in Interdisciplinary Studies Program meetings and events, as appropriate.
- In collaboration with the advisee and with other faculty and professional advisors, identify student's academic challenges and opportunities, and use these to support students as they develop their course of study, identify academic success resources, and seek out curricular and extra-curricular opportunities on campus.
- Work collaboratively with the Interdisciplinary Studies Director, the Administrative Coordinator for Interdisciplinary Studies, the Associate Vice President for Academic Affairs, Department Chairs, the Registrar's Office, Admissions Office, Student Affairs, and Academic Affairs to support student success.

- The calculation of the advising load for Interdisciplinary Studies Faculty Advisors, per semester, will be based on credit release time, with a range given to account for faculty maintaining home department advisees. With a Faculty Advisor with **1 credit of release time** having a range of 30-45 Interdisciplinary Studies advisees.

Preferred Qualifications:

- Full-time, tenured or tenure-track faculty member at SCSU for at least one year.
- Demonstrated excellence in university teaching and advising.
- Passion for and comfort with providing holistic advising and support to students and a deep commitment to student college success.
- Demonstrated history of ability to work collaboratively and harmoniously within a collegial environment with faculty, staff, and students with diverse backgrounds and varied roles, particularly across various departments and colleges/schools.
- 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, SSC Campus, Banner, Jotform).
- Superior interpersonal skills and ability to use them to achieve goals.
- Excellent communication (oral and written) and organizational skills.

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