

POSITION ANNOUNCEMENT: ACADEMIC ADVISOR-ECAMPUS

The Department of Fisheries and Wildlife invites applications for a full-time (1.00 FTE), 12-month, fixed-term Academic Advisor-Ecampus position. Reappointment is at the discretion of the Department Head.

This position will provide one-on-one advising to undergraduate students enrolled in the Fisheries and Wildlife Sciences major offered through Oregon State University's (OSU's) Ecampus. Position duties include 1) helping students match their personal strengths and interests to opportunities within the University curriculum in general and within the Fisheries and Wildlife Sciences Undergraduate Program specifically; 2) assessing OSU and transfer course work relative to Fisheries and Wildlife and OSU Baccalaureate Core degree requirements; 3) advising on course selection and degree progression; and 4) helping students overcome challenges that hinder their academic performance.

Program support provided by this position may include assistance with instruction of professional development courses; mentorship to Fisheries and Wildlife club members; participation in student success initiatives; updating and improving advising operations; providing back-up to the department head advisor and internship coordinator; and work on tasked assignments.

Assistance with recruitment and retention efforts focuses on Fisheries and Wildlife distance students. Prospective undergraduate student advising includes: 1) responding to email and phone inquiries about the Fisheries and Wildlife undergraduate program; 2) assessing transfer course work relative to Fisheries and Wildlife and OSU Baccalaureate Core degree requirements; 3) referring students to appropriate contacts at other OSU offices that serve prospective students.

Our extended education program (Ecampus) offers a fully online degree equivalent to the degree offered on campus, with approximately 600 students currently eligible to enroll. All duties include working with diverse student populations, including ethnic minorities, older than average students, students with disabilities, active duty military and veteran students, and those enrolled from remote areas, some of which are outside the U.S. Important aspects of the work include developmental advising, attention to detail, and frequent contact with other units at the University.

The Department of Fisheries and Wildlife is an academic unit in the College of Agricultural Sciences. The department is composed of approximately 400 staff - including academic faculty, research assistants, classified staff, temporary staff, graduate students and undergraduate student employees. Approximately \$10 million of externally funded research grants/contracts are received each year. Major cooperator and funding sources include most state and federal resources agencies.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Fisheries and Wildlife or a related discipline.
- Previous work experience in a field related to Fisheries and Wildlife.
- Previous experience in undergraduate student advising, student activities programming, or counseling in a college or university.
- Ability to work some nights and weekends to meet the schedule constraints of Ecampus students.

- Competency with Microsoft Office applications including Microsoft Outlook, Word, Powerpoint, and Excel as well as with use of web browsers such as Chrome and Firefox.
- Excellent written and verbal communication skills including telephone skills.
- Experience in organizing programs, preparing advising materials, managing databases, working closely with advising team members and communicating with administrators, faculty and advisors from other programs.
- Strong interpersonal skills; Demonstrated ability to work effectively with employers, students, staff, faculty and administrators.
- Competency and/or experience working with people from diverse backgrounds and cultures.
- This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU STANDARD 576-055-0000 et seq.
- This position requires driving a university vehicle or a personal vehicle on behalf of the university; therefore; the incumbent must successfully complete a Motor Vehicle History Check, possess and maintain a current, valid driver's license in their state of residence, be determined to be position qualified and self-report convictions (as per Voluntary and Compulsory Driver Standards OAR125-155-0200) as per OAR 576-056-000 et seq.

PREFERRED QUALIFICATIONS:

- Master's Degree in Fisheries and Wildlife or related field or Master's in College Administration, Education or Counseling.
- Direct experience in academic advising and/or teaching college-level coursework.
- Previous experience working with Ecampus students or students enrolled in another distance degree program.
- Skills in web design, construction and maintenance.
- Skills in communication technologies such as Skype, WebEx, Google Hangouts, Adobe Connect, etc.
- Skills in social media outlets such as Facebook, Twitter, Instagram, etc.

APPLICATION: web site <http://oregonstate.edu/jobs/>; search for posting number P01008UF for details about the position and complete information on how to apply. For full consideration, applications must be received by March 3, 2017.

DIRECT QUESTIONS TO: Dr. Susie Dunham at susie.dunham@oregonstate.edu

OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.