

Academic Advisor  
Oregon State University

Direct Link: <https://www.AcademicKeys.com/r?job=235059>

Downloaded On: May. 17, 2024 11:44pm

Posted Apr. 23, 2024, set to expire Aug. 20, 2024

**Job Title** Academic Advisor  
**Department** College of Engineering  
**Institution** Oregon State University  
Corvallis, Oregon

**Date Posted** Apr. 23, 2024

**Application Deadline** 05/31/2024

**Position Start Date** Available immediately

**Job Categories** Other Administrative Categories

**Academic Field(s)** Student Affairs

**Apply Online Here** <https://apptrkr.com/5199562>

**Apply By Email**

**Job Description**

Image not found or type unknown



**Academic Advisor**

**Oregon State University**

**Department:** College of Engineering (ENG)

**Appointment Type:** Professional Faculty

**Job Location:** Corvallis

**Recommended Full-Time Salary Range:**

## Academic Advisor Oregon State University

Direct Link: <https://www.AcademicKeys.com/r?job=235059>

Downloaded On: May. 17, 2024 11:44pm

Posted Apr. 23, 2024, set to expire Aug. 20, 2024

\$38,688-\$65,748

### **Job Summary:**

**The College of Engineering is seeking an Academic Advisor. This is a full-time/part-time (1.00 FTE), 12-month, professional faculty position.**

The College of Engineering is seeking an Academic Advisor who will provide undergraduate students with advising support including but not limited to orientation, academic success strategies, career planning, course programming, and degree completion. The advisor monitors student progress and suggests corrective action when the student encounters academic difficulty. The advisor coordinates with other University departments regarding undergraduate academic courses that support degree programs. The advisor is a source of information for prospective students, and actively recruits students through participation in various University and College sponsored orientations and events. The advisor also works with student information systems and various data files and sources and prepares a wide variety of reports using multiple databases and spreadsheets. The advisor keeps abreast of University and College policies, procedures, rules, and regulations to assist students in meeting academic requirements. The advisor may assume a leadership role that supports academic programs and special projects. In addition to direct academic advising, advisors support the College in one or more of the following areas: assessment of advising, career explorations and integrative academic/career advising, early warning/intrusive advising, international student advising, and working with students in academic difficulty. All positions support the primary mission of the University, the College of Engineering (COE), and academic services.

### **Why OSU?**

**Working for Oregon State University is so much more than a job!**

Oregon State University is a dynamic community of dreamers, doers, problem-solvers and change-makers. We don't wait for challenges to present themselves - we seek them out and take them on. We welcome students, faculty and staff from every background and perspective into a community where everyone feels seen and heard. We have deep-rooted mindfulness for the natural world and all who depend on it, and together, we apply knowledge, tools and skills to build a better future for all.

### **FACTS:**

Top 1.4% university in the world

More research funding than all public universities in Oregon combined

1 of 3 land, sea, space and sun grant universities in the U.S.

## Academic Advisor Oregon State University

Direct Link: <https://www.AcademicKeys.com/r?job=235059>

Downloaded On: May. 17, 2024 11:44pm

Posted Apr. 23, 2024, set to expire Aug. 20, 2024

2 campuses, 11 colleges, 12 experiment stations, and Extension programs in all 36 counties  
7 cultural resource centers that offer education, celebration and belonging for everyone  
100+ undergraduate degree programs, 80+ graduate degrees plus hundreds of minor options and certificates

35k+ students including more than 2.3k international students and 10k students of color

217k+ alumni worldwide

For more interesting facts about OSU visit: <https://oregonstate.edu/about>

### **Locations:**

Oregon State has a statewide presence with campuses in Corvallis and Bend, the OSU Portland Center and the Hatfield Marine Science Center on the Pacific Coast in Newport.

Oregon States beautiful, historic and state-of-the-art main campus is located in one of Americas best college towns. Corvallis is located close to the Pacific Ocean, the Cascade mountains and Oregon wine country. Nestled in the heart of the Willamette Valley, this beautiful city offers miles of mountain biking and hiking trails, a river perfect for boating or kayaking and an eclectic downtown featuring local cuisine, popular events and performances.

### **Total Rewards Package:**

Oregon State University offers a [comprehensive benefits package](#) with benefits eligible positions that is designed to meet the needs of employees and their families including:

Medical, Dental, Vision and Basic Life. OSU pays 95% of premiums for you and your eligible dependents.

Free confidential mental health and emotional support services, and counseling resources.

Retirement savings paid by the university.

A generous paid leave package, including holidays, vacation and sick leave.

Tuition reduction benefits for you or your qualifying dependents at OSU or the additional six Oregon Public Universities.

Robust Work Life programs including Dual Career assistance resources, flexible work arrangements, a Family Resource Center, Affinity Groups and an Employee Assistance Program.

Future and current OSU employees can use the [Benefits Calculator](#) to learn more about the full value of the benefits provided at OSU.

### **Key Responsibilities**

**70%- Direct advising to engineering students (undergraduate)**

Academic Advisor  
Oregon State University

Direct Link: <https://www.AcademicKeys.com/r?job=235059>

Downloaded On: May. 17, 2024 11:44pm

Posted Apr. 23, 2024, set to expire Aug. 20, 2024

Monitor academic progress of up to 300 engineering students. Assist students with academic program planning, course selection and registration, resource connections, and exploration of experiential learning opportunities.

Provide advising that helps students connect their skills, abilities, and interests with their academic and career goals. Provide intrusive advising for students experiencing academic difficulty.

**20%- Administrative advising duties** Advisor will be assigned specific areas to coordinate related to advising and student services in a specialty area. (I.e.- assessment of advising, early alert, living learning communities, orientations, internships, international, etc.)

**10%- Records, Data Management, Other duties** Maintain accurate electronic notes and records of students progress in MyDegrees system, attends regular staff meetings, participate in campus-wide committees tied with academic advising or specialty areas.

### What You Will Need

- Bachelors degree from an accredited institution
- Competency and/or experience working with people from diverse backgrounds and cultures
- Outstanding demonstrated oral and written communication skills
- Strong interpersonal skills
- Demonstrated ability to work effectively with employers, students, staff, faculty and administrators
- Ability to communicate effectively verbally in front of small and large groups and to provide workshops, trainings and outreach programs
- Experience in academic advising, admissions counseling, academic support programs, resident life or a combination of those areas with another student contact area
- Demonstrated computer skills including proficiency with word processing, spreadsheet, email, databases, and presentation software
- Demonstrated commitment to promoting and enhancing diversity and inclusion

Academic Advisor  
Oregon State University

Direct Link: <https://www.AcademicKeys.com/r?job=235059>

Downloaded On: May. 17, 2024 11:44pm

Posted Apr. 23, 2024, set to expire Aug. 20, 2024

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 University Standard: 05-010 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months.

### What We Would Like You to Have

- One or more years of full-time employment as a professional academic advisor or direct student contact area in a college or university setting.
- Professional experience assisting international students
- Knowledge of student development theory and intrusive/proactive advising strategies
- Masters degree in College Administration, Advising, Education or STEM field

### Working Conditions / Work Schedule

Standard office, plus some evening and weekend work may be required

### Special Instructions to Applicants

**To ensure full consideration, applications must be received by May 10, 2024.** Applications will continue to be accepted after the full consideration date, until a sufficient applicant pool has been achieved or the position is filled. The closing date is subject to change without notice to applicants.

When applying you will be required to attach the following electronic documents:

- 1) A resume/CV; and
- 2) A cover letter indicating how your qualifications and experience have prepared you for this position.
- 3) A diversity statement addressing the following prompt:  
After reviewing the OSU mission statement at <http://leadership.oregonstate.edu/trustees/oregon-state-university-mission-statement> and the emphasis on diversity, please state how your background and experience has prepared you to be effective in an environment that values diversity .
- 4) Confirmation of degree (upload as Other Document 1)

Academic Advisor  
Oregon State University

Direct Link: <https://www.AcademicKeys.com/r?job=235059>

Downloaded On: May. 17, 2024 11:44pm

Posted Apr. 23, 2024, set to expire Aug. 20, 2024

You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process.

Starting salary within the salary range will be commensurate with skills, education, and experience.

For additional information please contact:

Janet Knudson

[Janet.knudson@oregonstate.edu](mailto:Janet.knudson@oregonstate.edu)

541.737.8876

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.

OSU will conduct a review of the National Sex Offender Public website prior to hire.

OSU is a fair chance employer committed to inclusive hiring. We encourage applications from candidates who bring a wide range of lived experience including involvement with the justice system. This job has "critical or security-sensitive" responsibilities. If you are selected as a finalist, your initial job offer will be contingent upon the results of a job-related pre-employment check (such as a background check, motor vehicle history check, sexual misconduct reference check, etc.). Background check results do not automatically disqualify a candidate. Take a look at our [Background Checks](#) website including the [for candidates](#) section for more details. If you have questions or concerns about the pre-employment check, please contact OSUs Employee and Labor Relations team at [employee.relations@oregonstate.edu](mailto:employee.relations@oregonstate.edu).

To apply, please visit: <https://jobs.oregonstate.edu/postings/153296>

Academic Advisor  
Oregon State University

Direct Link: <https://www.AcademicKeys.com/r?job=235059>

Downloaded On: May. 17, 2024 11:44pm

Posted Apr. 23, 2024, set to expire Aug. 20, 2024

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

College of Engineering  
Oregon State University

,