
IAS-001 – Associate Director – Undergraduate Advising & Support Center – Student Affairs

Position Summary: The position provides support and guidance to the director and the staff in support of the UASC mission, assists in supervision of classified and unclassified personnel, acts on behalf of the director when the director is not available, and assumes a leadership position in the efforts to enhance advising and retention activities throughout the institution. In alignment with the University's mission, the Undergraduate Advising & Support Center (UASC), a unit within Student Affairs, facilitates the transition and academic success of undergraduates by offering general education advising and support services to co-admitted and prospective students, newly admitted students, students who haven't chosen a major, and students in academic difficulty.

The UASC, the largest academic advising office at the institution, is located within Student Affairs and is responsible for providing academic advising to both first time students and those who have not selected a major. It offers advising and other support services to academically at-risk students, co-admitted students, prospective transfer students, international students and student-veterans. The UASC also collaborates with other units on campus (e.g. New Student Programs, the Career Center, and the University Studies Program) to support students' academic success.

Portland State University, located on 49 acres in downtown Portland, is a rapidly growing urban university serving over 28,000 undergraduate and graduate students. Located in Oregon's most diverse community, PSU seeks to meet the needs of its increasingly diverse population (approximately 23% of the students are racially/ethnically diverse), through its curriculum, research, and community service activities. PSU's mission is to enhance the intellectual, social, cultural and economic qualities of urban life by providing opportunities through the life span to a quality liberal education for undergraduates and an appropriate array of professional and graduate programs especially relevant to metropolitan area.

Duties and Responsibilities:

- Participate, in conjunction with the director, in making decisions regarding UASC programs and services, personnel matters, and budgetary issues.
- Assist the director with internal personnel issues to include supervision, evaluation and merit recommendations for current employees and hiring decisions for future employees.
- Coordinate academic advising activities offered by the UASC, especially those offered in conjunction with New Student Orientation, University Studies and schools/colleges across campus; provide advising when necessary.
- Assist in developing and maintaining a communications and training protocol to insure that University academic advisers are fully informed of policies, curricular changes, and other information pertinent to providing comprehensive academic advising for students.
- Assist in developing adviser trainings and advising guides for students, using web-based technologies, print materials and presentations.
- Participate in the selection, training and supervision of peer advisers, graduate assistants and graduate interns.
- Participate in collaborations with the Career Center and other units within Student Affairs to enhance academic advising and retention activities for students who have not selected a major and to align academic advising more closely with career counseling.

- Serve as a liaison for special student populations (e.g. student-veterans, student-athletes).
- Assist in developing and maintaining an assessment plan for academic advising and other services offered by the UASC.
- In conjunction with the director, represent the UASC within the division and throughout the institution.
- Assume responsibility for internal decisions, and represent the UASC externally, when the director is not available.
- Perform other duties as assigned in support of the mission of the unit, the division of Student Affairs and the University.

Required Qualifications: Master's degree in a relevant field and 5-7 years of professional student services experience in a post-secondary setting.

Preferred Qualifications:

- Excellent written and oral communication skills; comfort with both formal presentations and the various modes of technology used to present information.
- Ability to work effectively with multiple institutional units to include faculty governance committees, academic departments, student service units, enrollment management units and community partners.
- Ability to synthesize complex requirements into readily accessible formats (e.g. websites, print materials) for use with prospective & current students and University advisers.
- Ability to develop and deliver training modules for academic advisers (e.g. faculty, professional, graduate and peer) across campus.
- Ability to participate in unit and division assessment activities and in evidence-based decision-making.
- Ability to work as a part of a team to achieve program, departmental, division and University goals.
- Ability to work with a diverse population of students and colleagues.

Compensation: This is a full-time, 12 month position. The annual salary range is \$56-58,000 plus an excellent benefits package, including fully paid health insurance, a generous retirement and vacation package and reduced tuition rates for employee, spouse or one dependant at any of the Oregon University System institutions.

To Apply : Please submit the following to hansencj@pdx.edu (electronic submissions preferred) or to Associate Director Search Committee, Undergraduate Advising & Support Center, Portland State University, Box 751-UASC, Portland, OR 97207.

- a cover letter stating your interest in the position
- a resume or curriculum vita
- the names & contact information for three references
- responses to the following questions (limit each response to 250 words or less)
 - What values guide your work with college students?
 - What role does assessment play in providing services to college students.
 - Describe your leadership philosophy. In your opinion, what are the essential traits of a good leader?

Review of applications will begin on February 1, 2010 and the position will remain open until finalists are identified.

Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.