

Job Announcement

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Job Title: Advisor, Lucas College of Business
Job ID: 23347
Full/Part Time: Full-Time
Regular/Temporary: Regular
Job Code: 3084 Student Services Professional III
Department: Business Student Advising Ctr

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Compensation

Classification: Student Services Professional III
Salary Range: \$4,002/month - \$5,701/month
FLSA status: Exempt

San Jose State University offers employees a comprehensive benefits package. For more information on programs available, please visit <http://www.sjsu.edu/hr/benefits/>

About the Position

Reporting to the Associate Dean, Undergraduate Programs of the Lucas College of Business, the incumbent will work with limited supervision to provide academic advising and related student services for undergraduates in the Lucas College of Business. Such services include guiding entering and continuing students through academic planning and successful paths to graduation, helping students find solutions for issues they may face, informing students about and authorizing students for relevant university services and resources, coordinating Jack Holland Student Success Center student success programs, events, and projects, and advocating relevant constituents to address student needs.

Responsibilities include, but are not limited to:

Advising students on their academic plans and pathways to graduation, guiding students with petitions, graduation procedures, and accessing resources and services to help with addressing any issues and enhancing students' likelihood of success

Work with JHSSC personnel (e.g. advisors, peer leaders), Dean's Office, and departments to determine areas of need for our students. Gather appropriate models from across campus and other universities and use the info as a basis for developing and conducting workshops and seminars to address students' needs

Develop programming and present at frosh and transfer orientation sessions to welcome new students and provide them with the information to transition successfully into SJSU and LCoB.

Develop and participate in programs to highlight the Lucas College of Business and the JHSSC to the SJSU and local communities as well as feeder schools.

Coordinate Jack Holland Student Success Center programs and communications among advisors, LCoB faculty, staff and administrators, and non-LCoB units that provide student success and retention services.

Education and Experience

Experience equivalent of three years of progressively responsible professional student services work experience. One year in the program area to which assigned may be preferred but is not required.

A master's degree in Counseling, Clinical Psychology, Social Work, or a directly related field may be substituted for one year of experience. A doctorate degree and the appropriate internship or clinical training in counseling or guidance may be substituted for the three years of experience for positions with a major responsibility for professional career or personal counseling.

and

Equivalent to graduation from a four-year college or university in a related field, including or supplemented by upper division or graduate course work in counseling techniques, interviewing, and conflict resolution where such are job-related.

Preferred Qualifications

1. Masters level degree in counseling or related field, or commensurate experience
2. Familiarity with advisor systems to track student progress to degree and university academic/financial/registration status.
3. Experience with developing and implementing student success programs.
4. Five years of experience with student advising or related student services (evaluation, registrar's office functions, financial aid, etc.)

Knowledge, Skills & Abilities

1. Knowledge of university policies, major, GE, university and system requirements for graduation
2. Comprehensive knowledge of university resources and services for students
3. Ability to keep good working relationships with the units providing these services. Facilitate with mysjsu student and advisor resources.
4. In-depth historical knowledge of the struggles of LCoB students. Research, analysis, and reporting skills.
5. Strong oral and written communication skills.
6. Presentation skills.
7. Ability to coordinate assessment activities and teams developing and presenting seminars and workshops.
8. Knowledge of current student success practices.
9. Ability to coordinate teams of students, faculty, and staff and collaborate with various university units and external partners. Knowledge of and good working relationships with university units providing student services, involvement with university advising discussions.
10. Knowledge of best practices for enhancing student success, facilitate with tools and reports to identify student needs and assess program effectiveness.

Posting Date

July 13, 2015

First Screening Date

July 27, 2015

This position is open until filled. However, applications received after the first screening date will be considered at the discretion of the university.

Required Application Material:

Resume
Letter of interest
Complete SJSU Online Employment Application

Please note that failure to completely fill out each section of the online application may result in your application not receiving consideration.

Note To Applicant

Evidence of degree(s) or certification(s) may be required at time of hire. Every applicant who reaches the final level of interviews will be required to submit their fingerprints to the Livescan fingerprint service through the university's Police Department. SJSU will pay all costs associated with this procedure.

SJSU IS NOT A SPONSORING AGENCY FOR STAFF OR MANAGEMENT POSITIONS. (i.e. H1-B VISAS)

All San José State University employees are considered mandated reporters under the California Child Abuse and Neglect Reporting Act and are required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Equal Employment Statement

SJSU is an Equal Opportunity Affirmative Action employer. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability.

It is the policy of SJSU to provide reasonable accommodations for applicants with disabilities who self disclose.

Contact Information

One Washington Square San Jose, CA 95192-0046
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Vision 2017 Goals

SPARTAN PRIDE: Develop vibrant, safe and welcoming communities that create a sense of belonging and instill Spartan pride.

UNBOUNDED LEARNING: Enhance student success through continuous learning innovations.

HELPING AND CARING: Create a culture of helping.

AGILITY THROUGH TECHNOLOGY: Improve organizational responsiveness through an advanced technology infrastructure and by elimination of procedural obstacles.

21st CENTURY SPACES: Provide gathering spaces and up-to-date facilities.

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