



HUMBOLDT STATE UNIVERSITY



Academic and Career Advisor

Closes: Monday, February 25, 2019

(Job #19-04) Student Services Professional II, Academic and Career Advisor, \$3,831-5,447/month. Appointments are typically made at the beginning of the salary range. This recruitment is for two vacant positions, which are both full-time, 11 month (work 11 months with pay and benefits over 12 months), exempt, permanent positions with one-year probationary periods in the Academic and Career Advising Center. These positions come with extensive benefits packages that include comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at <https://hraps.humboldt.edu/employee-benefits>.

Position Summary: Under the supervision of the Director of Undergraduate Advising, provide holistic academic advising to first and second year students in designated majors and programs with a demonstrated commitment to first-generation, low-income, and traditionally marginalized students. This person also serves as a career advisor on an individual basis to students in assigned majors and programs to assist students with career decisions, career information, experiential opportunities, career-related internships, graduate school options, and career employment. This person also provides support for various Academic & Career Advising Center activities and cooperative endeavors such as serving as a drop-in advisor in the Center; participating in orientation, faculty advisor training; and various retention and student success initiatives; providing withdrawal counseling, major and career exploration; developing and presenting workshops and presentations, including classroom and student organizations; and developing relationships with faculty and academic department staff.

Duties: Using a holistic approach, act as primary academic advisor for all first- and-second year students in designated majors and programs with a demonstrated commitment to first-generation, low-income, and traditionally marginalized students. Assess and adapt services or programs to the needs of academically and culturally diverse students. Explain academic policies and procedures, and act as mentor and advocate. Plan, promote, and participate in activities to encourage advisees to be successful in their major. Help students build schedules and construct academic plans that will ensure their successful progress towards meeting their degree objectives. Advise assigned students on academic probation to help them return to good academic standing. Connect students with appropriate campus resources. Assist the general student population with all manner of questions related to degree completion and career-related experiences, either through drop-in hours or by appointment. Develop and maintain a thorough knowledge of academic policies and procedures, withdrawal counseling, retention, and student success initiatives campus wide. Serve as member of liaison team to academic college(s) in an effort to support faculty and staff in matters related to academic advising and career development. Maintain complete and accurate records on students served and specific services or referrals provided and report this information as needed. Maintain records on students' academic progress and persistence and conduct regular needs assessment of assigned students.

Assist students in identifying career and life planning issues and problems, which often entail complex and sensitive personal issues; select appropriate techniques and instruments to help students learn about themselves, their aptitudes, their abilities and how these relate to career/life planning; advise students on ways to explore occupational fields and to develop needed skills through classes or training programs; refer students to potential career-related internships and summer jobs to gain valuable experience in their fields of choice; provide individual and group job search advising, which includes awareness of traditional and electronic methods, interpreting government regulations and application procedures; advise students about graduate and professional school decision making and application processes; advise students regarding current employment and economic trends in their field; act as liaison with campus and community partners.

The successful candidate will demonstrate a strong commitment to student success and cultural competence through a supportive approach to students and their individual needs with a demonstrated commitment to first-generation, low-income, and traditionally marginalized students. The incumbent in this position understands and values the importance of higher education and recognizes the impact advisors have on students' educational experience.

Minimum Qualifications: Education: Equivalent to graduation from a four-year college or university in one of the behavioral sciences, public or business administration or a job-related field. Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities listed below may be substituted for the required education on a year-for-year basis. **Experience:** Two years of professional experience in one of the student services program areas or in a related field; experience should give evidence of competence and indicate the potential for further growth. A master's degree in a job-related field may be substituted for one year of the professional experience.

(Continued on next page)



HUMBOLDT STATE UNIVERSITY



Required Knowledge, Skills, and Abilities:

Working knowledge of:

- Practices, procedures, and activities of academic advising in higher education

General knowledge of:

- Methods and problems of organizational and program management
- Research and interview techniques
- Principles of individual and group behavior

Skills:

- Effective written and oral communication skills
- Well developed interpersonal communication skills
- Proficiency in Microsoft Excel and PowerPoint applications

Ability to:

- Demonstrate sound and mature judgment and be flexible to changing situations
- Understand, interpret, and communicate complex policies and procedures clearly, thoroughly, and tactfully
- Pay strong attention to detail and have the ability to prioritize his/her time to the most urgent needs of the students
- Work independently as well cultivate a cooperative, communicative and collegial attitude towards office colleagues, faculty, and members of the university community
- Interpret and apply program rules and regulations
- Use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements
- Obtain factual and interpretative information through interviews; reason logically
- Collect, compile, analyze and evaluate data and make verbal or written presentations based on these data
- Advise students individually and in groups on routine matters where required
- Recognize diversity of sexual orientations and identities, and diversity of gender identities and perform work accordingly
- Establish and maintain cooperative working relationships with faculty, CSU administrators, student organizations, private and public agencies and others in committee work, and student advising and community contacts
- Rapidly acquire a general knowledge of HSU's overall operation, functions and programs
- Make decisions and carry through actions having implications with regard to other program or service areas

Preferred Qualifications:

- Master's degree in a related field
- Experience providing university student services related to promoting student success

Application Procedure: To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- HSU Employment History Form (HSU Employment History Form: <https://forms.humboldt.edu/employment-history-form>)

CLICK HERE TO APPLY NOW: <http://apply.interfolio.com/60302>

(NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is filled out on line (accessed via a web browser), content WILL NOT be saved).

Application Deadline: The deadline to submit application materials is 11:59 p.m. on Monday, February 25, 2019. To be notified in the event this recruitment re-opens for a subsequent review of applications, send an email to careers@humboldt.edu that includes the job number (19-04) and applicant's last name in the subject line of the message.

(Continued on next page)

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Class Code: 3082

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Publication Date: February 8, 2019

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.