

\*Academic Support/Internship coordinator\*

\*Department of Ecosystem Science and Sustainability\*

The Department of Ecosystem Science and Sustainability <<http://warnercnr.colostate.edu/ess-home>> is the fastest growing undergraduate program on campus. We seek an Academic Support/Internship coordinator to contribute to undergraduate student advising in the Ecosystem Science and Sustainability and Watershed Sciences majors and to oversee internship programs for undergraduate and graduate students. This person will work closely with the students, faculty, and administrative support personnel in the department.

The person filling this position is a key figure in the department's commitment to providing students with the assistance, guidance and resources necessary to be successful. The primary functions of the ASC, in collaboration with department faculty and staff, are to foster successful transition to the university environment by students in their initial semesters, promote discipline awareness to help ensure appropriate choice of major, foster student engagement with faculty advisors, mentors and other student services at critical points, place students in appropriate internship positions, and promote timely graduation. Reflecting departmental and institutional values, candidates are expected to have the ability to advance the Department's commitment to diversity and inclusion. This position will embrace the mission of the department and facilitate its programs. Applicants must have advising experience and experience working with diverse student groups. The successful applicant must have a positive attitude, and an ability to get along well with students, faculty and staff. The applicant must also have a strong work ethic, a willingness to serve in a broad variety of roles as needed, and dedication to the mission of the department.

Essential to the job is a proven ability to facilitate multiple projects in a highly organized manner. The position requires a dedicated professional with good judgment, strong interpersonal and communication skills, who is a team player and able to pay close attention to details. The individual should demonstrate a capability to provide multiple levels of support for the advising and coordination needs of the department. The individual must demonstrate creativity, leadership, and the skills needed to work successfully with diverse groups. Experience in working collaboratively with teams is desirable.

\*Duties:\*

This person will report directly to the Department Head. Specific job responsibilities are:

Academic Advising

- Work with ESS advising team to advise new, existing, and potential students on degree requirements/course selection, university resources, and major exploration
- Assist with transition issues for first and second year students and provide outreach and intervention to students of concern, in collaboration on cross-campus student interventions where appropriate
- Contribute to delivery of Orientation and Ram Welcome for incoming first-year and transfer students
- Participate in the Warner Academic Support Coordinator network and cross-campus Professional Advisors and Academic Support Coordinator networks.
- Support development and delivery of co-curricular activities (living communities, undergraduate research, student organizations) to enhance student retention. Engage students with faculty at points where detailed, discipline-specific knowledge and perspective will best address student needs.
- Create a short-term and long-term plan for timely graduation, customized to that student's needs and goals.
- Maintain student records including DARS, counselor comments, and individual records associated with each student's progress through the program of study.
- Understand and meet the professional obligations of FERPA. Internship and Career Building

- Build potential employer database with WCNR Career Services Employer Relations staff and best practices
- Develop internship resources and opportunities for students
- Engage with employers to establish value of internships to increase intern offerings and connect employers with CareerRam
- Accentuate postings for sustainability internships and jobs through networking and individual visits
- Develop and conduct presentations to educate students on job and internship strategies based on employer interviews and outreach
- Provide reporting on contacts with employers, research on potential positions in the field, workshop attendance, and student tracking.

**\*Minimum Qualifications:\***

Master's Degree in related field; experience in advising and mentoring

**\*Desirable Qualifications:\***

- Demonstrated expertise in academic advising.
- Experience in developing and delivering internship/employment programs.
- Advanced knowledge of University processes, and student and faculty concerns.
- Commitment to diversity and outreach with a strong ability to work with a diverse staff, student body and University community.
- Excellent ability to promote a culture of support to students, faculty, and staff.
- Problem-solving and analytical skills.
- Exceptional organizational abilities. Strong communication skills, both written and oral and the ability to maintain positive relationships.
- Ability to handle multiple tasks, prioritize tasks and respond effectively to last minute requests.
- Strong ability to exercise considerable initiative, independent judgment and discretion.
- Knowledge of MS Word, Excel and ARIES/RAMweb.

**\*Salary\*:** \$40,000-\$50,000, dependent upon qualifications/experience

**\*APPLICATION PROCEDURE\*:** For full consideration send cover letter, resume and three references by October 26, 2014. Apply at <http://warnercnr.colostate.edu/employment-opportunities.html>. Applications will be accepted until the position is filled. References will not be contacted without prior notification of candidates.

For questions regarding the position, please contact Dr. Matt Wallenstein at [matthew.wallenstein@colostate.edu](mailto:matthew.wallenstein@colostate.edu) <[matt.wallenstein@colostate.edu](mailto:matt.wallenstein@colostate.edu)>.

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Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.