

Undergraduate Academic Advisor, Department of Forestry, Michigan State University

The Department of Forestry at Michigan State University is seeking a full-time Academic Specialist to oversee undergraduate programs. The Academic Specialist will:

- *Advise undergraduate students on their academic programs (curriculum and schedule planning, monitoring progress towards graduation),
- *Coordinate the professional internship program,
- *Provide career advice and assistance in job placement,
- *Recruit undergraduate students, including updating brochures, Facebook site, and other media,
- *Administer the program, including course substitutions, waivers, and transfers,
- *Coordinate the scholarship application process,
- *Serve as liaison to the Honors College and other undergraduate programs,
- *Advise the Forestry Club / SAF Student Chapter,
- *Serve as liaison to the CANR Office of Academic and Student Affairs on undergraduate matters,
- *Recruit students for on-line course offerings,
- *Administer an on-line introductory course, and
- *Coordinate professional development opportunities for students.

Founded in 1902, MSU's Department of Forestry is the oldest and among the most prestigious Forestry programs in the US, with growing undergraduate enrollment and strong support from over 2000 alumni.

Requirements: The ideal candidate will have a combination of educational background and professional experience in i) academic advising, education, or leadership, and ii) natural resources broadly defined. We seek an enthusiastic academic advisor dedicated to fostering the success of our undergraduates, growing our dynamic and intellectually strong undergraduate program, and using their knowledge of Natural Resources career options and professional networks to help place our students in exciting internships and lifelong careers.

To apply: Go to <https://jobs.msu.edu> and search for posting 304. The application consists of a cover letter, resume/CV, work / writing sample, and references with contact information. Initial review of application begins on 11/3/14. Applications will be accepted until the position is filled. Direct questions about the position to Andrew Finley (finleya@msu.edu).