Academic Success Advisor, Doctoral Programs
(Job Number: 87084BR)

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<th>Campus Location</th>
<th>Tempe</th>
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<tr>
<td>Department Name</td>
<td>Mary Lou Fulton Teachers College</td>
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<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
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<tr>
<td>Grant Funded Position</td>
<td>This is not grant funded position and is not contingent on future grant funding.</td>
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<tr>
<td>Salary</td>
<td>Depends on experience</td>
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<td>Close Date</td>
<td>January 6, 2023</td>
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Job Description
ASU’s Mary Lou Fulton Teachers College is seeking a qualified, collaborative, and student-centered individual to provide academic advising and related student services as a part of an academic advising team for online and hybrid graduate students in Doctoral degree programs. MLFTC doctoral advising team is responsible for providing exemplary academic advising and support to students in our doctoral programs. Our unique team-based advising model focuses on personalized engagement to deliver exceptional service and support for every learner we serve. The team-based advising model also contributes to creating a dynamic, and positive environment for advisors, where collaboration and support are hallmarks of the staff experience. The Academic Success Advisor will serve as a key contributor to increase student retention and graduation, well-being, and support students in making timely progress toward a degree through a range of academic counseling and support strategies.

Essential Duties
- Provide academic advising to Leadership and Innovation EdD students.
- Perform administrative tasks related to student enrollment, registration, orientation, and degree completion.
- Maintain comprehensive, detailed and accurate student records using university-wide systems.
- Organize and participate in student recruitment, outreach, retention and engagement activities.
- Connect EdD students with academic and personal resources including, but not limited to, tutoring, financial aid, internal and external supports for travel and student research, counseling and career services.
- Respond to prospective student inquiries and ensure that all applications materials are in place in time for review three times a year (fall, spring, and summer).
- Consult colleagues and students to provide technical advice and problem solving assistance.
- Utilize university-wide advising systems to work closely with students in identifying all academic options including degrees, extracurricular activities, study abroad programs, research, and professional field experience.
- Provide support and counsel to students in selection of options best suited to student academic and personal resources; make appropriate campus referrals.
- Communicate with University partners including the Graduate College, Graduate Admissions, Registrar’s Office and MLFTC Dean’s Office.

**Minimum Qualifications**

Bachelor’s degree AND one (1) year or more previous experience in one or more of the following: advising, student recruitment/retention or related student services utilizing a proactive and innovative approach which results in demonstrated outcomes in retention, graduation, and academic planning; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

**Desired Qualifications**

- Evidence of a master’s degree in higher education or related area.
- Experience in college level academic advising.
- Experience working with diverse student populations.
- Experience working in a fast paced and high-volume advising unit.
- Experience in using student information computer systems and degree audits (i.e., PeopleSoft/Oasis, DARS, iPOS).
- Experience in thinking critically to problem-solve both independently and as part of a group.
- Demonstrated knowledge of current issues and theories in public and higher education and college advising.
- Experience in using Microsoft Office applications (i.e., Word, Excel, Access, PowerPoint, Outlook, Teams).
- Experience using database programs (Analytics, Salesforce, Amazon Workspaces).
- Experience assisting with special events.
- Experience developing and maintaining effective professional working relationships.
- Evidence of effective communication skills.

**Working Environment**

- Activities are primarily performed in a regular, climate-controlled office setting subject to extended periods of sitting.
- Use office equipment including a desktop computer.
- Lift up to 25 pounds.
- Use effective communication skills to perform essential duties.
- Work from general instructions on standard job duties and specific directions/instructions on new assignments.

**Department Statement**

ASU’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leader in teacher preparation, leadership development and scholarly research, Mary Lou Fulton Teachers College prepares over 7,600 educators annually. MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy. MLFTC mobilizes people through bachelor’s, master’s and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement. MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems.

Aligned with ASU’s commitment to justice, equity, diversity and inclusion, MLFTC is committed to advancing systemic equity in our curricula, programming and institutional relationships. The college’s core value of **Principled Innovation** connects individual decision making to the pursuit of systemic equity.

**ASU Statement**

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution...
comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

**Notice of Availability of the ASU Annual Security and Fire Safety Report**

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU’s Annual Security and Fire Safety Report is available online at https://www.asu.edu/police/PDFs/ASU-Cler-

Report.pdf. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit https://cfo.asu.edu/az-resources.

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<tr>
<th><strong>Employment Verification</strong></th>
<th>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</th>
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<td><strong>Fingerprint Check Statement</strong></td>
<td>This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.</td>
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<td><strong>Instructions to Apply</strong></td>
<td>Application deadline is 3:00PM Arizona time on the date indicated. Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position. Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position. ASU does not pay for travel expenses associated with interviews, unless otherwise indicated. Only electronic applications are accepted for this position. #87084BR</td>
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