

Job/Position Description

OVC Office: Undergraduate Advising Center (UAC)

Title: Staff Associate - FLI Student Advising & Success

Date: May 2024

Overview Statement:

The Staff Associate for FLI Student Advising & Success will work closely with the Assistant Dean for FLI Student Advising & Success, within the Undergraduate Advising Center (UAC), to provide comprehensive support and guidance to first-generation and/or low-income (FLI) undergraduate students at the Institute.

The role will encompass advising responsibilities, programmatic implementation support, enhancing program communications, and collaboration with campus stakeholders to improve support initiatives for FLI students. Position will need creativity, initiative, strong communication skills, problem solving, and a dedication to the FLI community.

Characteristic Duties and Responsibilities:

Advising Caseload:

- Serves as the academic advisor to a cohort of first-year FLI students and as a secondary advisor to upper-level students.
- Advises students in areas such as course selection, resource navigation, degree planning, career paths, and graduate school opportunities while maintaining an understanding of the unique challenges faced by FLI students.
- Provides individualized academic and personal advising to FLI students, addressing their unique challenges and facilitating their academic success, while fostering a sense of belonging and empowerment.
- Maintains accurate and up-to-date records on student advising caseload, using data to inform programmatic and policy decisions.

Support Assistant Dean with Programmatic Implementation:

- Collaborates with the Assistant Dean to design, implement, and evaluate programs and services that support the academic and personal success of FLI student populations.
- Assists in the implementation and enhancement of initiatives focused on faculty engagement, community building, academic skills building, wellness, and mentorship for FLI students.
- Coordinates academic year FLI programmatic initiatives, including but not limited to the FLI Welcome Dinner, FLI Week of Celebration, faculty lunch series, graduate mentorship dinner series, and FLI Senior Celebration. Position will participate in the development of additional, current and new, programmatic efforts.
- Coordinates FLIPOP, a five-day pre-orientation program, including program development, participant selection, curriculum development, campus partnerships and communication with in-coming students. Responsibilities will include traveling off-site with FLIPOP cohort for program overnight retreat.
- Collaborates with Assistant Dean on recruitment, selection, training, and evaluation of FLIPOP student leaders.

- Serves as point of contact for FLI student Executive Board members planning community programming events. Assists with logistics, event planning, marketing, and budgeting of student directed programs.
- Leads workshops for FLI students focused on time management, STEM study strategies, resiliency training, mindset shifts, calendaring, etc.
- Annually, coordinates the selection of the FLI Student Support and Advocacy award. Works to raise the visibility and recognition of exceptional supporters of the FLI community by coordinating the nomination process and selection of these faculty members.

Branding & Communication (Collaboration with Advising & Strategic Initiatives (ASI) team):

- Partners with the ASI team to develop branding strategies and communication materials aimed at promoting FLI student initiatives, programs, and resources across campus.
- Utilizes various communication channels to enhance visibility and awareness of FLI student support services within the university community.
- Supports Assistant Dean, FLI Student Advising & Success in the development of relevant FLI content, including web, social media, print publications, and informational materials.
- Occasional weekend/evening work may be required as the needs of the position demand.
- Other responsibilities as assigned.

Supervision Received:

Supervision is received from the Assistant Dean, FLI Student Advising & Success in the UAC.

Supervision Exercised:

Student leaders

Qualifications and Education:

- A bachelor's degree and at least two years of relevant experience required.
- A master's degree with one year of experience in advising, counseling, or academic administration is preferred. This work could involve time as a Graduate Assistant while earning the Master's.
- Must have advising, counseling, or academic administration experience in higher education, with a focus on supporting FLI students as well as a commitment to advancing diversity, equity, and inclusion within an academic community.
- Demonstrated understanding of the unique challenges and experiences faced by FLI students, along with a commitment to advancing diversity, equity, and inclusion.
- Proven organizational, communication, and program development skills, with the ability to convey complex information effectively to diverse audiences.
- Experience in collaborating with diverse campus stakeholders, including students, faculty, and staff, to enhance support initiatives for FLI students.
- Ability to work effectively in a dynamic, fast-paced, ever-changing environment.
- Willingness to occasionally work evenings and weekends including travel to off-campus site for the FLIPOP Orientation program.

This is a full-time, hybrid position with occasional evenings and weekends. To apply for this position, please submit a cover letter and resume. The hiring salary range is **\$55-65K**.