The W. P. Carey Leaders Academy in Undergraduate Programs is looking for an Academic Success Specialist who can provide advising services to the top 15% of our W. P. Carey Undergraduate business students. This position is a key contributor to our Leaders Academy community, not only through advising, but also participating in student events and programming, and sharing ideas to develop new opportunities for this top performing student population. This position will work collaboratively with the Undergraduate Programs Office, including Admissions, Business Career Center, and Student Engagement, as well as Barrett, Honors College, in support of distinct opportunities that will provide an exceptional and relevant undergraduate experience.

**Essential Duties**
- Advising Leaders Academy students, responding to their questions and concerns and working with them to ensure ongoing satisfaction with program and successful progress to degree completion. This includes current, prospective (high school and transfer), and transition (incoming or outgoing) students.
- Providing 1:1 as well as group academic advising, recruitment and retention, and academic success support functions to students to ensure ongoing successful progress to completion of degree program.
- Working closely with students to identify all academic options including, but not limited to: degrees, extracurricular activities, study abroad program(s), thesis projects, research, and internships; supports and provides counsel to student in selection of options best suited to student's goals, interests and skills.
- Participating in and in some cases coordinating student programming, such as Advising in Residential Communities, Faculty Mixers, orientation experience, and more.
- Acting as college/department liaison to current and prospective students, faculty, staff, and external groups on issues related to academic success.
- Participating in recruitment/admissions, retention, career development, and student engagement activities, including teaching a student success course and attending Camp Carey.
- Collaborating with academic units and student services departments throughout the university to facilitate comprehensive student support.
- Preparing reports and advising materials related to W. P. Carey Leaders Academy.
- Identifying new ways to engage this talented group of students academically, professionally, and socially to foster strong community of leaders.
- Acting as college/department liaison to current and prospective students, faculty, staff, and external groups on issues related to academic success.
- Participating in recruitment/admissions, retention, career development, and student engagement activities, including teaching a student success course and attending Camp Carey.
- Collaborating with academic units and student services departments throughout the university to facilitate comprehensive student support.
- Preparing reports and advising materials related to W. P. Carey Leaders Academy.
- Identifying new ways to engage this talented group of students academically, professionally, and socially to foster strong community of leaders.

**Minimum Qualifications**
Bachelor's degree AND two (2) years 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 preferred.
- Experience working in an academic environment; college-level advising; collaborating with undergraduate students and university faculty and staff.
- Demonstrated knowledge of: student recruitment and admissions; retention programs; business education.
- Experience in using technology for communication, researching information, and tracking (i.e., Microsoft Office, Student Information Systems).
- Evidence of strong organization skills; attention to detail; problem solving abilities; working as a team and effective verbal and written communication skills.

**Working Environment**
- Cognitive ability to provide complex evaluations/assessments of students/programs, including interpretation of policies, procedures, and requirements of various degree/certification programs within the school as they pertain to honors students.
- Cognitive ability to communicate effectively, both in writing and verbally, to develop advisement materials in various formats (electronic, hard-copy, etc), and to coordinate and present information to current and prospective students.

**Must be able to:**
- Work with students in a higher education/university level, both one-on-one and in group/class settings, in-person and via phone and e-mail.
- Travel.
- Utilize computer, phone, and various office equipment (fax, copier, etc).
- Utilize various forms of technology to communicate with students (including social media).
- Work long hours, including evening and/or weekends, as needed.

**Department Statement**
The W. P. Carey School of Business at Arizona State University is one of the largest business schools in the United States with more than 13,000 students. Solutions for the planet mean developing problem-solvers from around the globe. From our world-renowned faculty representing six continents to thousands of outstanding students who join us every year from around the world, the W. P. Carey School welcomes diversity and encourages global thinking. The W. P. Carey School is internationally recognized for its leadership in business education, groundbreaking research and innovation, and renowned faculty making us one of the top-ranked business schools in the country.
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 90,000 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 www.asu.edu/tobaccofree.

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

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.

Employment Verification Statement
ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

Background Check Statement
ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

Instructions to Apply
The job posting is only open to current Arizona Board of Regents employees (Arizona State University, University of Arizona, or Northern Arizona University).

Application deadline is 3:00PM Arizona time on the date indicated.

Cover letter, resume, and three professional references required. Resumes should 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 should be listed individually for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications stated in this requisition. Candidates who do not follow the instructions to apply may be disqualified.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.