**Job posting preview**

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>33540BR</th>
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<tbody>
<tr>
<td>ASU Job Title</td>
<td>Academic Success Specialist</td>
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<tr>
<td>Campus/Location</td>
<td>Campus: Tempe</td>
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<td>Job Family</td>
<td>Advising &amp; Admissions</td>
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<tr>
<td>Department Name</td>
<td>WPC UPO HON Carey Academy</td>
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<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
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<td>VP Code</td>
<td>EXEC VP/PROVOST</td>
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<td>Scope of Search</td>
<td>Arizona Board of Regents</td>
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<tr>
<td>Grant Funded Position</td>
<td>This is not a grant funded position and is not contingent on future grant funding.</td>
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<tr>
<td>Category</td>
<td>02</td>
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<tr>
<td>Salary Range</td>
<td>$34,560 - $42,000 per year; DOE</td>
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<tr>
<td>Close Date</td>
<td>14-July-2017</td>
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<tr>
<td>Job Description</td>
<td>The job posting is only open to current Arizona Board of Regents employees (Arizona State University, University of Arizona, or Northern Arizona University).</td>
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The W. P. Carey Leaders Academy in Undergraduate Programs is looking for an enthusiastic, service-oriented and engaged Academic Success Specialist who can provide advising services to the top 20% 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 through participation in student events and programming. Leaders Academy advisors will be expected to participate in engagement activities, including, but not limited to, Orientation, Camp Carey, Convocation and Fall Welcome. 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 while working with them to ensure ongoing satisfaction with their program as well as successful progression towards 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, as well as participation in recruitment, retention, academic success support functions
- 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 students 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 (WPC 101) 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

Days and Schedule: Monday-Friday 8:00 AM - 5:00 PM; work hours will also include some evenings and weekends; requires some in-state travel.

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)
- Experience as a contributing participant in student engagement events (i.e. Fall Welcome, Camp Carey, WPC 101, Convocation, Orientation)
- 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 14,000 students pursuing undergraduate, master's, and PhD degrees. 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.

Within America’s largest public university, the W. P. Carey School is committed to building a tight-knit community. Through small classes, team-based learning, and individualized attention every step of the way, your W. P. Carey experience is uniquely your own.

"The W. P. Carey School of Business educates tomorrow’s business leaders, takes an entrepreneurial approach to learning, and conducts groundbreaking research, in order to create positive change on a global scale."

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 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](http://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.

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.