Colorado State University’s Department of Electrical and Computer Engineering is seeking a full time, 12-month International/Graduate Student Advisor. Working in partnership with CSU departments and universities around the world, this position specializes in preparing students for postgraduate study, and advising them through the life cycle of the program.

The Electrical and Computer Engineering Department consists of 28 faculty, and five full-time administrative professional staff. This position has been created in response to a growing graduate population of both international and domestic students, currently in excess of 250 students and expected to grow to 400 in the next five years. The advisor will advise applicants and students in the Master of Engineering (M.E.), Master of Science (M.S.) and Doctor of Philosophy (Ph.D.) programs through the process of making critical transitions, meeting graduate school requirements, and connecting students with campus resources. Considerable understanding of the significance associated with the scientific research and teaching missions of the faculty is essential in order to oversee current departmental activities and to plan creatively for the department’s future. Applicants are encouraged to visit the department web site at: http://www.engr.colostate.edu/ece/

The successful candidate will advise the graduate student population through the life cycle of the degree program. This position serves as primary academic advisor for non-thesis and non-project students, and INTO students, advising on plans of study and other academic opportunities (i.e. fellowships, internships and curricular practical training) in line with academic and professional goals. This position will also serve as an information base for College of Engineering faculty and administrators regarding international admission, foreign credential evaluation, and specific academic requirements related to international student visas.

With a strong focus on international students, the advisor will coordinate closely with various campus departments to ensure students are maintaining appropriate status while making adequate progress through the program. The International/Graduate Student Coordinator will be the primary department liaison with Office of Admissions, the Graduate School, the Office of International Programs, CSU Online/Distance Education, INTO and other departments within the College of Engineering.

This position will oversee the application and admissions process for the graduate program, and provide data and analysis to determine the annual admissions goals of the department. This position provides credential evaluations and degree audits for international students verifying accuracy and completeness of credentials, with respect to admission decisions for graduate programs. This individual will review graduate applications and make admissions decisions; monitor the applicant database; and resolve issues or problems. Up-to-date database records and correspondence are a requirement of the position.

This position will be responsible to research and summarize data for reports and periodic reviews regarding prospective, admitted, and matriculating students to maximize effectiveness of recruiting efforts, and maintain records and historical data for easy retrieval. The successful candidate will need to interpret requests for information and answer inquiries or direct appropriately, determine the urgency
of communication, and initiate and compose appropriate correspondence. He/she will have a strong
dedication to students and demonstrate the ability to think creatively, analytically, and strategically. The
candidate will have the ability to work independently, exercise discretion in interpreting and applying
policies and procedures, and have the capacity to coordinate multiple priorities effectively and
efficiently. The ideal candidate will be a highly-organized, motivated, and confident individual who has a
strong knowledge of MS Office products as well as excellent written and oral communication skills. The
candidate will have demonstrated experience working with confidential information and diverse
populations.

Responsibilities include, but are not limited to:

- Serve as the primary academic advisor for non-thesis/dissertation and non-project students,
  advising on plans of study and other academic opportunities in line with academic and professional
goals.
- Serve as the INTO advisor for ECE; provide a primary point of contact between ECE and INTO, and
  for INTO students in ECE graduate programs. Participate in INTO orientation and advising meetings
  with INTO students in the ECE program. Advise INTO CSU on issues affecting completion of the
  pathway and satisfactory performance for INTO students in ECE graduate programs.
- Identify candidates for recruitment to the INTO CSU program.
- Provide resources and academic advising to graduate students, advising current and prospective
  students on academic and administrative requirements. Maintain knowledge of Colorado State
  University, college and department policies and procedures, and all outside-of-department
  resources that are available to students. Will be cognizant of current departmental, University, and
  college requirements necessary for graduate students to obtain their graduate degree, and be able
to provide guidance and direction to graduate students on campus services and facilities.
- As an effective recruitment tool, match graduate applicants to departmental graduate teaching
  assistantships (GTA), graduate research assistantships (GRA) and Graduate School fellowships.
  Initiate and maintain all Graduate Research and Teaching Assistantship contracts and hiring
  documentation, and process all sponsor invoices to ensure timely tuition reimbursement payments.
- Coordinate and implement retention and grade-monitoring activities and work with students in
  academic difficulty in collaboration with CASA and INTO CSU. Provide intentional outreach and make
  recommendations for those students not making adequate progress to degree.
- Contribute to the development and implementation of departmental admissions goals and
  priorities.
- Design and implement a department-level orientation and other workshops for graduate students.
  Serve as primary presenter at orientation. Invite guests to speak on topics of relevance to the
  current class.
- Develop a pathway for qualified community college students to transfer to ECE. Work closely with
  community college partners to communicate that pathway, and make adjustments as necessary.
- Contribute to the development of all graduate recruiting events, and participate in these events.
- Develop and maintain standardized procedures, business processes and systems for documentation
  and certification of evaluation for all applicants to the graduate programs. Ensure efficient
  international student application processing. Intake, review, and decision making with regards to
  those applications must be completed in a professional and timely manner in-line with established
  best practices.
- Stay up-to-date on evaluation standards, educational practices and the latest information on
  academic policies regarding international admissions standards at the graduate level. Provide
guidance to other Engineering graduate programs on topics specific to recruitment, admissions and advising of international graduate students.

• Develop and update the Graduate Handbook, and graduate Plans of Study. Must continuously evaluate and suggest changes to departmental policies/handbooks/plans to reflect an evolving program.

• Advise students and faculty on deadlines and appropriate policies and procedures related to admission, graduation, overrides, exceptions, appeals, curricular practical training and other advising related issues. Process all documentation related to these processes.

• Organize and attend department Graduate Committee meetings. Advise committee on departmental, Graduate School, and University regulations.

• Maintain departmental records, spreadsheets and databases related to the graduate program and students.

• Work within university FERPA guidelines.

• Schedule and announce graduate student qualifying, preliminary, and final exams.

• Act as a positive representative for the Department of Electrical and Computer Engineering, and be a positive role model for students.

• Facilitate faculty/student interactions. Act as a resource for faculty in the department.

• Maintain and disseminate advising related information to prospective and current students.

• Determine priorities; anticipate and devise ways to meet work demands.

• Maintain accurate and detailed appointment/advising notes.

• Other duties as assigned; as the position develops. At times this position may be required to participate in professional activities that occur outside the established work day.

Competencies:

• Develop/maintain familiarity with student development theories / developmental advising, including current information about and understanding of international students, and incorporate them into advising sessions

• Ability to provide excellent customer service to diverse constituents.

• Ability to establish priorities and be able to respond to the unexpected in a timely manner.

• Ability to exercise considerable initiative, independent judgment and discretion.

• Ability to ensure professional and discrete handling of confidential information.

• Self-motivated team player with demonstrated ability to multi-task.

• Superior organizational skills.

Minimum Qualifications:

• Bachelor’s Degree from an accredited university, in counseling, liberal arts, cultural studies, public administration, or related degree.

• Experience providing one-on-one academic support for students.

• Familiarity with student development theories / developmental advising, including current information about and understanding of international students.

• Demonstrated experience working with diverse populations.

• 2 or more years of experience in a customer-focused office environment.

• Proficiency in Microsoft Office.

• Strong communication skills; including writing, interpersonal, presentation and technical/computer skills.

• Reflecting departmental and institutional values, candidates are expected to have the ability to advance the Department’s commitment to diversity and inclusion.
Preferred Qualifications:
- Master’s degree in higher education, counseling or college student personnel or related field.
- Demonstrated ability in designing, implementing, and collaborating on academic programs.
- 2 or more years of experience advising and/or counseling students in an academic environment, with demonstrated experience developing intervention strategies for supporting the academic success of students.
- Exposure to engineering through a higher education engineering environment, or in an industrial setting.
- Experience handling confidential information.

To Apply:
For full consideration submit a cover letter addressing your qualifications as they relate to the listed minimum and preferred qualifications, a resume, and contact information for at least three professional references to http://jobs.colostate.edu/postings/17130. Incomplete applications will not be considered. References will not be contacted without prior notification of candidates. Application materials must be received no later than September 8, 2015, at 11:59 p.m. MST. For inquiries about the position, contact the Search Chair/Hiring Manager, Melissa Reese at melissa.reese@colostate.edu.

Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.

Colorado State University does not discriminate on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.