

Academic Advisor II/Workforce Development Coordinator

Department: TRIO Student Support Services

Position: Full-time, 11-month position plus complete benefit package

Salary: \$14.25-\$16.00/hourly

Union Affiliation: MFPE

Description

The Academic Advisor II/Workforce Development Coordinator responsibilities:

- Coordinate with other staff on the delivery of program services to participants;
- Manage assigned caseload of participant services (i.e. advising, tracking academic degree progress, keeping records, making referrals, providing retention services, etc.);
- Implement new non-academic services to improve retention among TRIO SSS students;
- Coordinate the workforce development components of the program. Offer assistance and expertise in helping students to develop marketable skills, knowledge of job markets, how to conduct job searches; and construct a resume and cover letter.
- Input grant data into Access program in a timely manner;
- Participate in assigned campus committees;
- Develop communication plan with students;
- Interpret academic rules and regulations;
- Refer students to other campus resources;
- Serve as a liaison with faculty on advising and other related issues;
- Work as part of the larger UMW Student Success team to implement best practices for retaining students;
- Assist the Director with other duties as assigned

Requirements

The successful candidate must possess:

- Bachelor's degree;
- Experience counseling/mentoring students;
- Ability to implement new non-academic services to students to improve retention;
- Working knowledge of university academic policies and procedures;
- Excellent oral and written communication skills and customer service and leadership skills;
- Proficiency with various software, including but not limited to MS office and integrated software systems;
- Ability to work with a diverse group of individuals;

- Strong organizational, time-management and multi-tasking skills as well as the ability to meet deadlines in a busy environment with attention to detail;
- Experience working under pressure, handling conflicts, making decisions and problem solving;
- Demonstrated ability to work with others;
- Demonstrated ability to assist with short-range and long-term planning;
- Demonstrated ability to maintain strict confidentiality and work on projects independently.

Preferred requirements:

- Experience with and/or knowledge of TRIO programs
- Experience providing academic advising to students regarding class choices and programs of study;
- Experience working with low-income, first generation, and/or students with disabilities
- Background similar to the majority of participants (from low-income or first-generation family)
- Experience using multiple social media platforms
- Master's degree or equivalent experience
- Knowledge of Montana University System entrance requirements, application procedures, and financial aid opportunities
- One year of post-baccalaureate professional experience
- Experience with program coordination
- Experience with student database programs
- Experience with learning management systems (Moodle, Blackboard, Canvas)

Application

Applications must include a cover letter addressing the candidate's qualifications for the position, a resume and the names and contact information of three references.

Send all application materials to:

Kelly Graham
 Recruitment Specialist
 The University of Montana Western
 710 South Atlantic St.
 Dillon, Mont. 59725-3598
Kelly.graham@umwestern.edu

Review of applications will begin immediately and will continue until the position is filled, with a projected start date of early July. Questions about this position may be directed to Rob Micken at (406) 683-7332 or robert.micken@umwestern.edu.

The University & Dillon Area

The University of Montana Western, located in Dillon, Mont., is an innovative institution nestled in a scenic valley in the Rocky Mountains of southwestern Montana. The campus Full-Time Equivalent (FTE) for student enrollment is approximately 1,289. Montana Western has over 60 FTE faculty members, features small cases for all students and has been recognized for excellence by U.S. News and World Report. Montana Western's small size and focus on education innovation have earned it the reputation of being a place where faculty and staff chose to collegially and creatively make a difference in the education of students. Montana Western is the first and only public four-year college in the nation to use block scheduling in which students take a single class at a time. This immersion learning program facilitates increased opportunities for experiential types of learning.

The mission of the University of Montana Western is to provide innovative interdisciplinary education through experiential learning that combines theory and practice. Montana Western services citizens of all ages with its academic, community service, and lifelong-learning programs. As part of the global community, Montana Western encourages diversity, international awareness, environmental responsibility, and mastery of technology as a gateway to the world.

Dillon, a community of 5,000 people, is known for outstanding public schools, safe environments, recreational opportunities and an excellent quality of life.

The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for this position will be subject to a criminal background investigation.