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Academic Advisor and Coordinator, College Academic Counseling, UCLA Undergraduate Education

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Job #JPF06049

- L&S Undergraduate Education - COLLEGE ACADEMIC COUNSELING

RECRUITMENT PERIOD

Open December 8th, 2020 through Monday, Jan 11, 2021 at 11:59pm (Pacific Time)

If you apply to this recruitment by January 11th, 2021, you will have until January 13th, 2021 to complete your application.

DESCRIPTION

Under the supervision of the Assistant Dean of Undergraduate Academic Support, the Academic Advisor and Coordinator, First Year Scholars Program (FYSP) coordinates the FYSP learning community and provides academic advising for undergraduate students served by UCLA College Academic Counseling (CAC) in the Division of Undergraduate Education.

FYSP is a learning community specifically intended to address achievement and opportunity gaps for incoming freshmen in the humanities and social sciences, and to support UCLA's efforts in retention and student success. Major responsibilities of the position also include: (1) coordinating and directing FYSP, (2) recruiting, hiring, training, and supervising 7-8 peer mentors; (3) providing advising regarding academic requirements and options, (4) participating in the development, administration, and evaluation of all programs under the jurisdiction of College Academic Counseling, (5) and participating in outreach activities of the unit as assigned, including in-person, phone and on-line advising activities.

In this role, the Academic Advisor and Coordinator will develop and implement outreach and recruitment to students, collaborate and work with CAC administrators regarding peer mentoring and University Studies curriculum, and coordinate and facilitate workshops for FYSP students and academic advisors. The Academic Advisor and Coordinator will recruit, hire, train, and supervise Peer Mentors to work with FYSP. The Academic Advisor and Coordinator will collaborate and coordinate with campus partners to support the program. The Academic Advisor and Coordinator will also provide academic and personal advising for students with an emphasis on strategies for achieving personal and scholastic balance, academic success, and scholarly and career exploration. Additionally, the incumbent will process student petitions, act on requests for exceptions to rules and policies using established and uniform guidelines, evaluate student applications for readmission to UCLA and

policies using established and uniform guidelines, evaluate student applications for readmission to UCLA and determines appropriate action, respond to inquiries from students and parents, compose letters of recommendation as requested in support of student applications for graduate and professional schools, employment, scholarships, etc., and follow up on individual student cases and makes referrals when appropriate.

Qualifications: The successful candidate must have a master's degree and knowledge of issues in higher education; have experience working with academic policy and programs at a large public research university; have knowledge of UCLA processes and procedures; have broad familiarity with existing curriculum, programs and services for UCLA undergraduates; have experience with academic advising in a higher education setting; be skilled in information retrieval and data management; demonstrate interpersonal and communication skills, and the ability to interact effectively in programs and activities involving faculty, staff, and students; be able to implement and facilitate workshops and other events effectively; possess interpersonal skills to interact effectively with persons of differing social, educational, economic and cultural backgrounds; have the ability to be flexible and pay attention to detail while keeping in mind the overall mission of CAC.

College Academic Counseling is part of the Division of Undergraduate Education within the UCLA College and provides academic advising and related programs and services to approximately 18,000 undergraduates. Information about College Academic Counseling may be viewed at: <http://cac.ucla.edu/> (<http://cac.ucla.edu/>)

Salary is commensurate with qualifications and experience. Position salary range is \$66,608/year to \$73,342/year.

Position remains open until filled. This is a full-time (100% time) position, with a projected late January start date.

Interested parties are requested to submit a cover letter of application that specifically addresses the position's responsibilities and the required/preferred qualifications stated above, a current CV, a statement of contributions to diversity, and the names, addresses, email addresses and phone numbers of three references, through the UCLA Academic Recruit portal: <https://recruit.apo.ucla.edu/apply/JPF06049>
(<https://recruit.apo.ucla.edu/apply/JPF06049>)

Applicants may upload the reference letters directly to the job application in the UCLA Academic Recruit system, or may provide the names, addresses, email addresses and phone numbers of the references; the UCLA Academic Recruit system will send emails to individuals whose contact information was provided, requesting submission of the reference letter for the applicant. Regardless of the reference submission method used, all three letters of reference must be received by the closing date for the application to be considered complete.

We welcome candidates whose experience in teaching, research, or community service has prepared them to contribute to our commitment to diversity and excellence.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>
(<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>)

REQUIREMENTS

Document requirements

- Cover Letter
- Curriculum Vitae - Your most recently updated C.V.

- Statement on Contributions to Equity, Diversity, and Inclusion - An EDI Statement describes a faculty candidate's past, present, and future (planned) contributions to equity, diversity, and inclusion. To learn more about how UCLA thinks about contributions to equity, diversity, and inclusion, please review our Sample

Guidance for Candidates (<https://equity.ucla.edu/programs-resources/faculty-search-process/faculty-search-committee-resources/sample-guidance/>) and related EDI Statement FAQ (<https://ucla.app.box.com/v/edi-statement-faqs>) document.

Reference requirements

- 3 letters of reference required

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or

Log in to your portfolio (/JPF06049/apply)

Need help? Contact the hiring department (/JPF06049/question).

The University of California, Los Angeles is an Equal Opportunity/Affirmative Action Employer. You have the right to an equal employment opportunity (https://www.eeoc.gov/sites/default/files/migrated_files/employers/poster_screen_reader_optimized.pdf).




For more information about your rights, see the EEO is the Law Supplement (http://www.dol.gov/ofccp/regs/compliance/posters/pdf/OFCCP_EEO_Supplement_Final_JRF_QA_508c.pdf)

The University of California, Los Angeles is committed to providing reasonable accommodations to applicants with disabilities (/accessibility).

See our Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Annual Security Reports (<http://www.ucop.edu/ethics-compliance-audit-services/compliance/clery-act/clery-act-details.html>)

Academic RECRUIT Personnel
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