

Science Student Success Advisor
University of Detroit Mercy

Direct Link: <https://www.AcademicKeys.com/r?job=232502>

Downloaded On: May. 8, 2024 10:44pm

Posted Mar. 7, 2024, set to expire Jul. 4, 2024

Job Title Science Student Success Advisor
Department Biology
Institution University of Detroit Mercy
Detroit, Michigan

Date Posted Mar. 7, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Student Services
Counseling Services
Admissions/Student Records/Registrar

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Job Description

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Job ID

AF9436 -0301-1700

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FT Administrator

Position Summary

The Science Student Success Advisor will assist in advising first-year Biology, science undeclared, and pre-health students, will provide additional support and coaching towards improving retention of first-year students and will assist with recruiting and pre-college programming.

This position will be supported by other efforts in the College of Engineering & Science and the Biology department. The Biology department implemented a student success lecture series tailored to skills and resources that encourage student involvement, retention, and continued success in the sciences. These have been faculty led and informal previously. It is in alignment with departmental goals that this become a formalized and required series of information sessions and active practice opportunities for first-year and transfer students in science. Strategies such as study skills, building relationships with faculty, finding and utilizing campus resources, and getting involved with community engaged learning and community outreach are topics of focus for these student success sessions.

Essential Duties and Responsibilities

- Provides consistent, accurate, timely, and student-centered, and holistic academic advising and support for new transfer and 1st year Biology and science undeclared/pre-health students
- Assist Chair of Biology, Chair of Chemistry & Biochemistry and E&S Asst. Deans with retention efforts
- Work with E&S Asst. Deans to assist students on academic probation with an academic recovery plan
- Work closely with university student support services (e.g. Student Success Center, Financial Aid Office). Make appropriate referrals for student support services (e.g. Wellness Center, Title IX)
- Assist with recruiting events targeting Science programs.
- Assist with relevant pre-college programming including summer camps.
- Other duties as assigned.

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Minimum Qualifications

Education - A college degree

Employment - Up to six months (Equivalent combination of education and employment)

Preferred Qualifications

- Ideal candidates would have successfully completed a bachelor's degree and have experience mentoring advising college students.
- Experience in effectively communicating with college students.
- Experience with MS Word and Excel.
- Experience in science and/or healthcare field advising.
- Comfortable in virtual meeting & presenting formats: Zoom or TEAMS.
- Demonstrated commitment to diversity, equity and inclusion in a college or work setting.

Knowledge, Skills, and Abilities

- Attention to detail in providing supportive feedback to students.
- Empathy.
- Culturally sensitive mentoring and advising.
- Strong communication skills.
- Growth mindset.

Physical Requirements

Job may require lifting light weight objects (1 to 10 pounds) with no repetitive bending or stooping. Occasionally lift average weight objects (1 to 10 pounds).

Work Environment

Regular exposure to favorable conditions such as those found in a normal office.

Salary/Pay Information

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Commensurate with experience

Anticipated Schedule

Monday through Friday 8:30 A.M. to 5:00 P.M.

Michigan's largest, most comprehensive private University, University of Detroit Mercy is an independent Catholic institution of higher education sponsored by the Sisters of Mercy and Society of Jesus. Detroit Mercy seeks qualified candidates who will contribute to the University's mission, diversity, and excellence of its academic community. University of Detroit Mercy is an Equal Opportunity Affirmative Action Employer with a diverse student body and welcomes persons of all backgrounds.

To apply, visit <https://recruiting.paylocity.com/Recruiting/Jobs/Details/2288629>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Biology
University of Detroit Mercy

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