Western Connecticut State University is pleased to announce that applications are being accepted for an Assistant Director of Advisement.

The Academic Advisement Center provides students who have been formally admitted to the University and who have not yet decided on an academic major advisement services. Our staff is able to provide students with the knowledge, tools, and resources to be academically successful at WCSU. We work in assisting student’s transition into college-level courses, degree programs, and reach academic and personal goals by creating appropriate academic plans.

The Assistant Director Assists with the operations of the Advisement Center, provides precursory and integrated educational and career information to the student populations served by the Advising Center. Administers and interprets a variety of assessment instruments, conducts research on advisement techniques, designs and facilitates workshops on a range of topics involving academic planning for students and faculty. Conducts outreach activities to student groups, parents, high school counselors and faculty as assigned in order to provide integrated information on academic and career choices. Assists with implementation and maintenance of program(s) to identify and assist at-risk students.

Qualifications: Bachelor’s degree is required, Master’s degree is preferred. Two years of experience in either career planning, educational planning, or employment placement in a college setting is required. Strong interpersonal, written and oral communication skills are required. Some evening and weekend work will be required.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Salary & Benefits: The salary range is $52,489 – $86,675 and is commensurate upon candidates’ experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/.

Application Process: Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Email your application materials to: Ms. Peggy Boyle, Assistant Director of Human Resources - Recruitment. In subject line of email reference: Your Last Name – Advisement. Application materials should be submitted to hrpositions@wcsu.edu and must be received by Thursday, April 4, 2019. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire and to please return the completed form to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity. The Affirmative Action Data Questionnaire, can be found on the following link: http://wcsu.edu/hr/employment/AA_Data_Questionnaire_FillableForm.pdf.

Western is an Affirmative Action Equal Opportunity Educator/Employer