

## **Academic Specialist – Advisor**

Lyman Briggs College (LBC) at Michigan State University (MSU) invites applications for an Advisor position in the Academic Specialist Appointment System to join the college's Academic & Student Affairs unit. Academic specialists will start with a three-year probationary appointment that has the potential, after successful reappointment, to become a long-term position. The successful candidate will advise students regarding the Lyman Briggs College and University curriculum in a team-oriented environment; work with students on curriculum and career/continuing education planning; monitor students' programs and progress toward timely graduation and academic success. As a member of the academic and student affairs unit, the academic specialist-advisor will develop and participate in recruitment, transition, retention, academic support, administrative, ceremonial, and student success programming activities and services.

Candidates must have a Bachelor's degree with experience advising college students. Well-prepared candidates will have at least one year of full-time experience in academic advisement, or a relatable student affairs/support field such as orientation, student activities, or housing/residence life; excellent written and oral communication, interpersonal, organizational, and decision-making skills; technical skills in word-processing, database management, spreadsheets, and web forms; ability to work closely with students, faculty, staff, administrators, advising colleagues, and other units across campus; ability to establish rapport across a broad range of identity components including ethnic, racial, cultural and gender differences.

Possession of a Master's degree in Student Affairs, Higher Education, Counseling, or science related field, experience in working with undergraduate students (preference for science majors) in preparation for advanced study in graduate and/or professional programs, familiarity with advising software programs (EAB, ESAF, and Degree Navigator) to support the delivery of academic advising services is preferred.

Founded in 1967, LBC is a vibrant residential college at MSU that focuses on the study of science and its social impacts. Bridging the two cultures of the sciences and the humanities, the LBC curriculum integrates natural sciences and mathematics courses with courses in the history, philosophy, and sociology of science. Nearly all of the students in LBC major in the natural sciences; about 60% are women; nearly 20% are students of color; about 20% of LBC students also belong to MSU's Honors College. The college's faculty, staff, and students promote inclusion through a range of initiatives and have won awards for diversity and inclusion in their instruction and research. Faculty work closely with students in small classes and with student groups such as Women in Science and the Briggs Multicultural Alliance. We welcome applications from strong candidates who can enhance and complement the intellectual and cultural diversity of the LBC faculty.

Application materials must be uploaded by the candidate to the Careers @ MSU page at <http://careers.msu.edu>. The posting number for this position is **460527**. A complete application will include a letter of application, resume/c.v., and the names and contact information of three professional references.

The deadline to ensure full consideration of applications is **September 20, 2017** and review of applications will continue until the position is filled. Questions regarding this position may be directed to Karen Mills, Director of Academic Affairs & Advising at [tkaczyk@msu.edu](mailto:tkaczyk@msu.edu).

LBC cultivates a vibrant, multi-disciplinary community that is diverse along many dimensions, including race and ethnicity; gender, sexual orientation, and gender identity and expression; ability status; and creed or ideology.

MSU is an affirmative-action, equal-opportunity employer. MSU is committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. The University actively encourages applications and/or nominations of women, persons of color, veterans, and persons with disabilities.