



Position Description

Department: Family Social Science

Job Code: 9707 (Senior Academic Adviser)

Job Title: Senior Academic Adviser

Working Title: Academic Adviser and Program Coordinator: Parent and Family Education

Position Overview:

This is a full-time, twelve month position in the Department of Family Social Science in the College of Education and Human Development. This position provides direct academic advising and support to approximately 60 students per academic year who are pursuing a Masters of Family Education, Parent and Family Education Teaching License or Parent Education Certificate. This fully on-line program draws students from all over Minnesota as well as other states and countries.

The advising model emphasizes a strong responsibility to diversity, equity, and inclusivity within the context of student progress and development. We seek professionals who can communicate and develop relationships effectively with faculty, students and colleagues, who can expertly advocate for students and solve problems, are flexible in responding to change and changing situations, are committed to integrating equity minded awareness into their work and can function well both independently and collaboratively.

We are committed to attracting candidates from historically underrepresented groups knowing that diversity enriches the academic experience and provides a knowledge base for innovation.

Job Responsibilities:

Direct Service Advising (40%)

- Advise, guide and support students who are pursuing a Masters of Family Education, Parent and Family Education Teaching License, or Parent Education Certificate.
- Manage all admission processes through SLATE with faculty and candidates, including initial and additional licensure applications and contracts.
- Deliver equity minded and culturally relevant advising and support to students through individual virtual student appointments, email and phone
- Evaluate situations and creatively and flexibly develop and implement plans to meet the individual needs of students
- Understand graduate education and program curriculum
- Interpret, uphold, and communicate policies established by the University of Minnesota to students (e.g. student progress, annual reviews, registration exceptions, Leave of Absence).
- Advocate for policy and exceptions to policy to best support student needs
- Support students in preparation for student teaching
- Review petitions as submitted by students with faculty at admission. When petitions include licensure program required coursework, submit to OTE for final approval.
- Develop comprehensive academic plans
- Organize and communicate to students about academic progress and participate in student annual review



process

- Monitor Family Education email account and phone line and respond to students or direct correspondence to appropriate staff

Program Leadership and Coordination (40%)

- Collaborate with Program Director to stay up to date and inform faculty and students of University policies and procedures
- Advocate for an environment of equity, inclusion, and diversity and commitment to equal opportunity and access in advising practices, policies and programming
- Build and maintain strong relationships with school partners to recruit diverse teacher candidates
- Work with school partners to develop innovative funding streams for student support
- Direct and monitor course enrollments, course scheduling, program admissions, and admissions guidelines
- Support Program Director and Head in the identification and resolution of enrollment management issues and development of tracking mechanisms to reduce barriers
- Analyze and summarize data to understand trends and make recommendations for recruitment and for improvement of advising practices
- Participate in regular program meetings with PFE team
- Organize monthly newsletter to current students to communicate about registration, program requirements, course offerings, and professional development opportunities, and other resources available to support their academic and professional goals
- Ensure sustained communication to all enrolled students in Parent and Family Education through dissemination of monthly newsletter, ongoing email communication, oversight of program listserv and coordinating updates to the FSOS website.
- Utilize and build relationships and networks that make a large university manageable and navigable for all students to ensure a student's ability to make timely progress and feel a sense of belonging
- Serve a leadership role on committees within the department, college, or across campus to represent the PFE program
- Help coordinate graduation for MEd students
- Initiate new, creative approaches and practices to accomplish advising goals
- Address complex problems in new ways until resolution to ensure resources are aligned where and when needed
- Utilize Department and University data to prepare reports and correspondence pertaining to graduate students and graduate programs.
- Manage and maintain accurate student information database

Student Teaching Placement Coordination (20%)

Coordinate Student Teaching Placements which includes:

- Oversee and review applications for student teaching and verify with OTE clinical partnerships staff to ensure eligibility based on licensure requirements.
- Provide required documentation to the Office of Teacher Education clinical and continuous improvement teams demonstrating that all Cooperating Teachers and Regional Faculty Supervisors meet PELSB criteria.



- Identify options and provide details to OTE clinical partnerships staff for approval to secure a placement site and cooperating teacher for each student (Fall semester)
- Identify and provide OTE with the resume/CV for approval to secure a Regional Faculty Supervisor for each student (Fall semester)
- Ensure Regional Faculty Supervisors participate in Clinical Supervisor training provided by OTE.
- Maintain shared records with OTE clinical staff for teacher candidates of the required number of hours and diverse experiences for student teaching completed in Minnesota school(s) prior to completing the program and in preparation for the licensure recommendation.
- Process honorarium paperwork for all Cooperating Teachers and Regional Faculty Supervisors.
- Ongoing communication with cooperating teachers, regional faculty supervisors, and student teachers as questions arise.

Required Qualifications (for Academic Adviser, 9708):

- Master's degree in education, family science, counseling or related field
- Excellent time management, attention to detail, organization, and problem solving skills
- Experience in advising, coaching, teaching or mentoring adult learners
- Demonstrated ability to work with and support diverse learners
- Demonstrated ability to work independently, flexibly, and unsupervised in a changing work environment
- Demonstrated strong written and oral communication skills
- Demonstrated ability to work collaboratively
- Ability to disseminate detailed information using a high level of interpersonal communication skills
- Experience advocating for an environment of equity, inclusion, and diversity in policies and programming and commitment to equal opportunity and access in recruiting and advising practices
- Technological competence related to student support services and ability to learn new systems and software programs.

Preferred Qualifications:

- Master's degree in Family Education and/or Teaching License in Parent and Family Education
- Experience with database programs related to student record keeping, degree progress, and Google applications

About the Department:

The Department of Family Social Science is a multidisciplinary department in which faculty and students use the knowledge and methods of the social sciences to examine the family as a system as it interacts with the environment. Through the activities of teaching, discovery, and engagement, faculty and students address a wide range of social and economic issues affecting families locally, nationally, and globally. The ultimate goal of this work is to enhance the lives of individuals and families. Please visit our website at

<http://www.cehd.umn.edu/fsos/>.

About the College:



The College of Education and Human Development (CEHD) is a world leader in discovering, creating, sharing, and applying principles and practices of multiculturalism and multidisciplinary scholarship to advance teaching and learning and to enhance the psychological, physical, and social development of children, youth, and adults across the lifespan in families, organizations, and communities. CEHD is the third largest college at the University of Minnesota, houses eight departments with nine undergraduate majors, over 30 graduate degree programs, and 25 centers and institutes. We are committed to diversity in our students, faculty and staff. FFI: <http://www.cehd.umn.edu/about/default.html>. CEHD and the University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.