

Job Description

Job Title:	Academic Advisor
Job ID:	7198
Location:	
Full/Part Time:	Full-Time
Job Code:	3082 Student Services Professional II
Job Grade:	Range A
Department:	Advising Res Ctr/EOP-8204

[Email to Friend](#)[Save Job](#)[Apply Now](#)[Return to Previous Page](#)

CSUN's Commitment to You

CSUN is committed to achieving excellence through teaching, scholarship, learning and inclusion. Our values include a respect for all people, building partnerships with the community and the encouragement of innovation, experimentation and creativity. CSUN strives to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. CSUN is especially interested in candidates who make contributions to equity and inclusion in the pursuit of excellence for all members of the university community.

About the University

One of the largest universities in the country, California State University, Northridge (CSUN) is an urban, comprehensive university that delivers award-winning undergraduate and graduate programs to nearly 40,000 students annually and counts more than 330,000 alumni who elevate Southern California and beyond. Since its founding in 1958, CSUN has made a significant and long-term economic impact on California, generating nearly \$1.9 billion in economic impact and more than 11,700 jobs each year. The LAEDC recognized CSUN as its 2015 Eddy Award winner for its positive economic impact. Serving more students on Pell Grants than any other institution in California, CSUN is also a social elevator and one of the most diverse universities in the country. CSUN ranks 13th in awarding bachelor's degrees to underrepresented minority students and seventh in bachelor's degrees to Latino students, serves the 13th largest Jewish student population, and enrolls the largest number of deaf and hard-of-hearing students of any U.S. state university. The journal Nature recently named CSUN a Rising Star for scientific research, and the NSF ranks CSUN in the top five nationally among similar institutions for graduates who go on to earn doctorates in the sciences. CSUN is where individuals rise. And through them, so does Greater Los Angeles and beyond.

Major Duties

Under lead/oversight of the Director of Advising Resource Center/Educational Opportunity Program, the Academic Advisor supports, advocates, and facilitates the mission of the California State University, Northridge (CSUN) and the Educational Opportunity Program (EOP) by discharging responsibilities that promote and encourage first generation, low income students to seek higher educational opportunities specifically at CSUN and EOP. The incumbent provides academic and personal guidance to first time freshman, transfer and continuing Exploratory (Undecided) students; facilitates and coordinates all services for First Time Freshman in the EOP Transitional Programs; develops publicity materials and implementation of public relations campaign for events such as Majors Fairs, Discover CSUN, etc.; maintains a case management system of all student participants making referrals and providing follow-up to all supportive services; gathers data and writes reports; participates in intra and inner-departmental program planning meetings for staff training, curriculum, academic requirements, and rules and regulations; contributes to personal and professional growth through attendance and/or presentation of workshops and conferences; conducts Explore Workshops for incoming First Year students; assists Peer Advisor Mentors with First Year Students' registration; assists with the annual Majors Fair; and performs other duties as assigned.

Qualifications

Equivalent to graduation from a four-year college or university in a job-related field. Equivalent to two years of professional experience in student services with the focus on Holistic Academic Advisement for Exploratory students (Undeclared). A Master's degree in a job-related field may be substituted for one year of the professional experience.

Knowledge, Skills, & Abilities

Working knowledge of the practices, procedures and activities of the program to which assigned; working knowledge of the methods and problems of organizational and program management; working knowledge of research and interview techniques; and working knowledge of the principles of individual and group behavior. Ability and specialized skills to: possess demonstrated experience working with multi-cultural/multi-ethnic populations, students that are historically under-represented, under prepared, low income and first generation college students; interpret and apply program rules and regulations; use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements; obtain factual and interpretative information through interviews; reason logically; collect, compile, analyze and evaluate data and make verbal or written presentations based on these data; advise students individually and in groups on routine matters where required; recognize multicultural, multi-sexed and multi-aged value systems and work accordingly; establish and maintain cooperative working relationships with faculty, CSU administrators, student organizations, private and public agencies and others in committee work, and student advising and community contacts; and ability to rapidly acquire a general knowledge of the overall operation, functions and programs of the campus to which assigned. Demonstrated ability to make decisions and carry through actions having implications with regard to other program or service areas Services Office. Direct experience with Educational Opportunity and/ or Trio Programs is highly desirable.

Pay, Benefits, & Work Schedule

The university offers an excellent benefits package.

The salary range for this classification is: \$3935 - \$5595 per month.

The anticipated HIRING RANGE: \$3935 - \$3992, dependent upon qualifications and experience.

HOURS: Full Time; 40 hours per week; 8:00am - 5:00pm, Monday through Friday. May include some evenings and weekends.

REG: This is a Regular position with a one-year probationary period.

General Information

This position is a sensitive position as designated by the CSU.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

How To Apply

Candidates should apply by completing the CSUN on-line application utilizing: <http://bit.ly/HRCSUN> link.

NOTE: Internal candidates should apply through the portal by accessing the View Job Openings/Apply link on the Human Resources/Employee pagelet.

Applications received prior to February 6, 2018 will be considered in the initial review and review of applications will continue until position is filled.

In order to be considered in the initial review, applications must be submitted prior to the date listed above. Application submissions received after the initial review date will be reviewed at the discretion of the University.

For more detailed information on the application and hiring process, please visit the link below:
www.csun.edu/careers

Equal Employment Opportunity

CSUN is an Equal Opportunity Employer and prohibits discrimination on the basis of race, color, ethnicity, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, and disability. Our nondiscrimination policy is set forth in CSU Executive Order 1096. Reasonable accommodations will be provided for applicants

with disabilities who self-disclose by contacting Recruitment Services.

Email to Friend

Save Job

Apply Now

[Return to Previous Page](#)
