

Position Summary

Employee Details

Employee First Name:	
Employee Last Name:	Open Position
Employee ID:	

Classification

Payroll Title:	PROJECT/POLICY ANL 5
Payroll Title Code:	0566
Job Group:	A0B
Overtime Eligible: (FLSA)	Exempt
Employee Relations Unit: (Bargaining Unit)	99
Representation:	Uncovered
Salary Grade:	PSS23

Position Description

Position Number: (Assigned when added to Library)	02016091
Dept:	VP - UNDERGRADUATE EDUCATION - 061003
UC Path Position #	
Position:	EXECUTIVE DIRECTOR, ACADEMIC ADVISING
HEERA/Union Representation:	This position is not represented by a collective bargaining unit

IMMEDIATE SUPERVISOR

Supervisor Name:	Carolyn Thomas
Supervisor Payroll Title:	Vice Provost and Dean
Supervisor Phone Number:	530-752-9496

POSITION DETAILS

Job Summary:	The Executive Director for Academic Advising (ED-AA) is the campus expert focused on improving the experience of all undergraduate students through enhanced advising and coordinated support for the academic and co-curricular
--------------	--

	<p>advising community. As the campus expert on trends and best practices in academic advising, the incumbent must possess and apply in-depth knowledge and experience in the field of academic advising policy and practice. The ED-AA relies on strong relationship building skills and broad community engagement. The incumbent leads the central campus initiatives to professionally develop and train advisors to work with diverse populations. In partnership with key stakeholders, the ED-AA determines and guides work on projects, programs and initiatives in order to work toward consistent, high-quality academic advising for all undergraduates. The ED-AA has administrative oversight for the Academic Advising Enrichment (AAE) team. The ED-AA also is responsible for positioning UC Davis as a recognized leader in academic advising across research universities nationally and internationally.</p>
<p>Campus Job Scope:</p>	
<p>Department Specific Job Scope:</p>	
<p>Positions Supervised:</p>	<p>N/A</p>
<p>Essential Responsibilities:</p>	<p>40% CAMPUS PROFESSIONAL DEVELOPMENT & ASSESSMENT Draw on expertise in advising to recommend strategic investments to advance the practice, delivery, & effectiveness of advising in academic programs & college deans' offices. Demonstrate experience & awareness of external best practices in advising. Engage a continuous learning model to stay abreast of advisor development, theory, & practices & learn new techniques to support advising excellence. Ensure all advisors have access to appropriate training & professional development. Conduct annual informational & community-building events. Manage funds for advisors' external professional development opportunities. Advocate for advisor professional development with advising leads. Produce an annual academic advising report, dashboard metrics, & student surveys that can set annual baselines & enable identification of areas for improvement. Use collected data & known metrics to work with campus leaders to improve advising services & resource utilization & allocations. Work on significant, strategic issues & problems requiring political sensitivity, where analysis of circumstances & information requires an in-depth evaluation of factors.</p> <p>30% STRATEGIC PROJECTS & INITIATIVES Lead senior management in strategic planning for advising policy & practice. Propose, lead & participate on policy & planning committees/working groups. Plan, develop, & implement new programs & organizational structure changes required to implement new policy. Identify advising concerns & counsel the VPDUE & other campus leadership with the goal of improving the effectiveness & continuous improvement in academic advising services, systems, & support. Develop recommendations to guide & support a broader strategic direction for advising & its role across campus. Ensure procedural/practice frameworks to help the campus achieve equitable outcomes for students.</p> <p>As the campus expert for academic advising best practices, facilitate the development/implementation of plans & programming for the advising components of new campus efforts (e.g., orientation) in partnership with campus leadership. Advocate for consistent utilization of advising technology tools, methods, & best practices to serve students. Continually evaluate tools/products for their potential to support student success.</p> <p>15% COLLABORATION, EXTERNAL REPRESENTATION, & ENGAGEMENT Develop & maintain relationships across campus that improve the student experience through best-practice advising. Provide mentorship to advising leaders & key-role advisors. Analyze, predict, & advise constituencies regarding direction. Define, with the Provost, VPDUE, & colleges, opportunities for enhancing/assessing academic advising. Direct subsequent projects/assessments. Serve on campus committees focused on student success. Work with partners in</p>

	<p>Student Affairs on student persistence, learning & engagement, first-year advising, & campus orientation.</p> <p>Serve as UC Davis lead for academic advising discussions at the UC system and state levels. Establish & maintain ties to R1 universities & NACADA to share/gather best practices to showcase/inform UC Davis advising approaches.</p> <p>10% UNIT & TEAM OVERSIGHT Serve on the Undergraduate Education Leadership team. Communicate functional & technical direction to AAE staff. Assign & direct work, provide input for performance appraisals & performance issues as well as mentorship for AAE staff. Manage AAE operating budget including annual budget process oversight & budgetary decision-making & resource allocation. Provide leadership & strategic direction to Undergraduate Academic Advising Council & Advisor Training & Professional Development Committee to improve academic advising practice & policy.</p> <p>5% SPECIAL ASSIGNMENTS Assist UE units in other duties as needed, such as participation in intra-office workgroups, meetings, & program support.</p>
Physical Demands:	<p>Sit for extended periods at a computer workstation, reading fine print online and hard copy.</p> <p>Bend, stoop, reach, lift and shift boxes, equipment, supplies, maneuver conference room furniture and files weighing up to 30lbs</p> <p>Travel to various campus office locations throughout the year.</p>
Work Environment:	<p>Work a flexible schedule and occasional evenings and weekends as needed to meet operational needs.</p> <p>Restricted vacation during peak workload periods</p> <p>Employee is personally responsible for following health and safety guidelines/instructions</p> <p>Manage and complete projects in an environment with multiple deadlines, frequent interruptions, background distractions, traffic and noise from competing activities.</p> <p>UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.</p>
Background Check Required:	<p>Yes</p>
<p>QUALIFICATIONS</p> <p>Minimum Qualifications:</p>	<p>Master's degree in advising, higher education administration, counseling or related field or an equivalent combination of education and experience.</p> <p>Experience working with culturally diverse communities at an institution with shared governance</p>

This position is a critical position and subject to a background check. Employment is contingent upon successful completion of background investigation including criminal history and identity checks.

Preferred Qualifications:

Demonstrated ability to promote and model fairness, respect, inclusiveness, empathy, integrity, ethical conduct, and equitable outcomes consistent with appropriate laws, regulations, and policies.

Documented experience tracking program effectiveness, executing student needs assessments, assessing academic advising learning outcomes, and using these data to inform broad recommendations.

Collaborative aptitude and consulting expertise to affect institutional change in a complex organization while exercising discretion, tact, and diplomacy with stakeholders at all levels.

Documented success implementing structural improvements using change leadership methods.

Advanced analytical and problem-solving skills to identify and research patterns of student academic needs and to develop strategies and programs to successfully meet needs.

Experience supervising, training, evaluating, and managing large-scale operations and professional staff in an academic advising unit.

Advanced understanding of curricular elements and structures.

Experience analyzing published research in academic advising and proposing practical, evidence-based recommendations for academic advising practice.

Writing, editing and proofreading skills to compose correspondence, prepare clear and concise summaries, and construct complex, high-level proposals and summary reports.

Doctoral degree in advising, higher education administration, educational leadership, counseling or related field.

Experience conducting research on academic advising that is of value to campus advising practice.

A demonstrated advanced knowledge of the field of student advising and adult learning theories and practices.

Ability to interpret and apply complex rules and regulations governing undergraduate education in a research university.