

## Position Description

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Report Run Date	
Position Number:	
UC Path Position #	
Dept:	UNIVERSITY HONORS PROGRAM - 063022
Position:	ACADEMIC ADVISOR, THIRD- & FOURTH-YEAR
Approved Payroll Title Code:	4575
Approved Payroll Title:	STDT SVC ADVISOR 3
Approved MSP Salary Grade:	
Approved PSS Salary Grade:	PSS19
<b>POSITION DETAILS</b>	
Job Summary:	<p>Under general direction from the Associate Director of the University Honors Program (UHP), and in consultation with the First- and Second-Year Academic Advisor, the incumbent works with program leadership and campus partners to: develop and implement transfer recruitment and orientation; facilitate honors contract and Signature Work; institute internship, career, and graduate school coaching; provide academic advising; promote and sustain alumni engagement; and develop programs and events to foster local and global perspectives, program completion, and long-term planning amongst third- and fourth-year UHP students. The Third- &amp; Fourth-Year Academic Advisor (3&amp;4 Advisor) aligns upper division program efforts to foster an inclusive culture and climate, a central core value of UHP. Working with the UHP Director, Associate Director, Undergraduate Admissions, Prestigious Scholarships, and other campus stakeholders, the incumbent focuses on prospective and incoming transfer student outreach (e.g., interviews, phone banking). The 3&amp;4 Advisor oversees UHP programming for central recruitment events, e.g., Transfer Decision Day and Orientation. Organizes and coordinates third- and fourth-year curriculum, (working with campus partners like the colleges and the Internship &amp; Career Center) that includes specialized components—a specialized seminar for transfer students, and across the program, civic engagement, honors contracts, Signature Work theses and service projects. Collaborates with the colleges and other campus resources to expand experiential learning opportunities and coordinate Signature Work opportunities. Seeks to integrate central tenets of leadership and civic engagement into a diverse and inclusive learning environment.</p> <p>Provides UHP leadership with research on best practices in and assessment of</p>

	<p>ongoing service-learning and leadership development to make programmatic decisions. Guides students regarding internship (e.g., leadership and career exploration) and professional or graduate exploration. Provides program advising that is supplemental to a students' primary college advisor (e.g., course selection, major or minor requirement), where the focus is student development and the augmentation of cultural capital students possess when they enter college. Assists students to apply their knowledge in an academic and professional environment, including how to utilize university and non-campus based assets in support of academic and career success. Engages UHP and legacy program alumni to serve as mentors, provide intern and job shadowing opportunities, and career and graduate school networking. Expands and cultivates a robust and engaged UHP community beyond graduation. Develops and facilitates co-curricular programs and events for third- and fourth-year student cohorts individually and/or as a group at both a social and knowledge development level to enhance community, global citizenship, and foster change. The 3&amp;4 Advisor works in coordination with and under the guidance of the First- and Second-Year Academic Advisor to build community across all years in UHP, and to provide seamless transition between lower division and upper division components of the UHP curriculum.</p>
<p>Campus Job Scope: Department Specific Job Scope:</p>	<p>The University Honors Program (UHP) is a by-invitation, four-year, campuswide program for high achieving and high potential students. UHP participants include 700+ undergraduates and 60 faculty annually. The 3&amp;4 Academic Advisor serves as one of two staff providing academic advising and mentoring for UHP students. The 3&amp;4 Advisor focuses on upper division students—third- and fourth-year undergraduates. The position develops and implements transfer recruitment and orientation; honors contract and Signature coursework; internship, career, and graduate exploration; academic advising; alumni engagement; and programs and events which foster local and global perspectives, program completion, and long-term planning, specifically supporting third- and fourth-year cohort members. Works in coordination with the First- and Second-Year Advisor to build community across all years in UHP and to provide seamless transition between lower division and upper division parts of the UHP curriculum.</p>
<p>Positions Supervised:</p>	<p>N/A</p>
<p>Essential Responsibilities:</p>	<p><b>50% ACADEMIC ADVISING &amp; COUNSELING</b></p> <p>Addresses the most difficult problems in undergraduate academic advising for upper division (third- and fourth-year) UHP students.</p> <p>Advises program participants regarding their academic status, education benchmarks, academic enrichment opportunities (research, internship, etc.) and supports and refer students to internal or other campus resources to understand programmatic implications of more complex topics including academic difficulty or personal crises.</p> <p>Advises students on academic benchmarks, including Signature Work preparation, community service, project activities, senior thesis, and UHP program progress.</p>

Tracks student academic progress in partnership with the program coordinator, determines barriers to academic success, and recommends appropriate action. Advocates on behalf of students when necessary.

Reviews and approves student petitions and makes recommendations on program disqualification, continuation, and requests for policy exception.

Coaches upper division honors students who are preparing to compete for internships, professional employment, and admission to a graduate or professional school program.

#### 35% PROGRAM MANAGEMENT

Promotes co-curricular and extracurricular academic excellence, community, lifelong interactions, and a high touch experience including undergraduate research opportunities, academic, internship, and career coaching, mentorship, cultural enrichment, and signature programs and events (e.g., service learning, graduation banquet).

Works in close collaboration with other academic and student support services units including Internship and Career Center, Student Health and Counseling Services, Cross Cultural Centers, Alumni Association, etc.

Develops and oversees the honors alumni relations programs and services to keep alumni intellectually and emotionally connected to the program.

Works in close collaboration with other academic and student support services units including Student Housing and Dining Services, Orientation, Yield Task Force, Student Health and Counseling Services, Cross Cultural Centers, etc.

Advises campus deans, advising directors, and academic advisors on UHP policies and curriculum (e.g., Signature Work Thesis/Project) and identify areas for improvement and proposing/implementing solutions.

Coordinates and participates in annual applicant recruitment events and student orientations, including hosting on- and off campus events, but not limited to biannual travel to local community colleges and regional two-year institutions with honors programs.

Serves as a point of contact during the transfer recruitment and procurement of each entering honors third-year cohort.

Builds partnerships to facilitate the third-year service requirement and provide support for the Fall Transfer Seminar.

Serves on campus work groups, advisory groups and committees and liaise with other campus units.

#### 10% DATA ANALYSIS

Coordinates with the UHP Program Coordinator to collect and analyze evaluation data, and prepare reports. Implement essential learning outcomes and goals specific to transfer recruitment and orientation, honors

	<p>contract and Signature Work, advising, alumni engagement, and other programs and events.</p> <p>5% SPECIAL ASSIGNMENTS</p> <p>Assists UE units in other duties as needed, such as participation in intra-office workgroups, hiring committees, meetings, and program support.</p> <p>Participates at conferences, workshops, and university and non-university organizations.</p> <p>Works on special UHP research projects and activities.</p>
Physical Demands:	<p>Sit at desk/computer for extended periods of time 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 flexible schedule and occasional overtime during evenings, weekends and holidays to meet operational needs.</p> <p>Restricted vacation during peak workload periods.</p> <p>Work in an open workspace environment with multiple deadlines, frequent interruptions, background distractions, traffic and noise from competing activities.</p> <p>Employee is personally responsible for following health and safety guidelines/instructions.</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:	Yes
<b>QUALIFICATIONS</b>	

Minimum Qualifications:

Master's degree in Academic Advising, Higher Education Administration, Student Affairs/Services, Student Development, Counseling, or an equivalent discipline (e.g. human development, cultural/ethnic studies, psychology, or sociology) or an equivalent combination of education, training, and experience from which comparable skills in the area of academic advising support were acquired and applied.

Minimum of five-years of full-time professional experience in higher education student service programs, including academic advising, event management, career coaching, recruitment, alumni engagement or combination of areas listed.

Advanced knowledge of and experience in counseling and guidance techniques; skills to advise students and to help them resolve academic, social and emotional problems and to make appropriate and sensitive referrals. Understanding of academic needs and concerns of students from diverse ethnic and socio-economic backgrounds in a higher educational setting.

Experience developing, organizing, and implementing educational programs, workshops or seminars to enhance student development and retentions of underrepresented and transfer students.

Skills to deal effectively with ambiguous situations and to conceive and present alternative solutions on a variety of advising related issues.

Oral and written communication skills to effectively interpret and advise students, faculty, staff, and the public on policies, procedures, and requirements established by the University and various campus administrative offices, and honors program.

Analytical skills to interpret complex policies and data that applies to honors and upper division students.

Knowledge of academic and administrative organizational structure within complex higher education institution including related programs, and general curricular elements and structures (e.g., courses, prerequisites, majors, minors).

Experience maintaining confidentiality of student records and apply federal and state FERPA and Information Privacy Act regulations.

Writing, editing and proofreading skills to independently prepare clear, accurate correspondence and reports.

Skills to collect and analyze statistics, create summary reports, and track student progress and enrollment trends.

Skills to read, analyze, and synthesize a wide variety of complex reference materials.

Preferred Qualifications:

Demonstrated experience and application in student development theory and critical theory related to social issues encountered by diverse college students.

Experience working with an honors or high-achieving/potential student program in a higher education setting.

Flexibility to contribute as part of a team and to expand position responsibilities in the face of changing priorities in a complex and diverse environment. Organizational skills to set work priorities under pressure of deadlines.

Interpersonal skills to listen without judgement, interact positively and cooperatively with students, faculty, administrators, staff and the general public, including those from diverse backgrounds.

Experience with project management to identify priorities within strict deadlines, numerous parties, and a fast-paced environment. Excellent planning and execution skills to implement programs for large populations.

Exceptional computer skills to manage various computer software and database systems (e.g., Word, Excel, Adobe, OASIS, MyDegree, Canvas, etc.).

Skills to research constructs and emerging trends, nationally, in academic advising, academic and career program development, and implementation and evaluation.

Skills to teach and explain tasks clearly and concisely, give clear instructions and evaluate work done by someone else.

Job Expectations:

Model the UC Davis Principles of Community by leading the effort to foster a positive work environment and further the organizational mission.

Work efficiently and effectively on multiple projects with competing deadlines; demonstrate flexibility in dealing with people and competing demands; effectively manage details of complex projects

Exercise independent judgment, leadership and discretion, and to maintain confidentiality in complex, ambiguous, controversial or sensitive situations.

Handle sensitive or difficult situations diplomatically, and to work effectively and sensitively with constituents from diverse cultural backgrounds and perspectives; respond to a diverse group in a professional and diplomatic manner

Work with a high level of accuracy, efficiency and attention to detail.

Maintain accountability, establish audit trails, evaluate systems/procedures and implement improvements.

Recognize inconsistency in details and to independently research missing information or solicit input as appropriate.

Handle multiple concurrent projects, maintain high level of productivity and maintain composure and flexibility when handling unpleasant situations.

Learn new skills and take advantage of career development and training opportunities. Learn new systems and software as needed. Be flexible and adaptable when change occurs

Conform to UC Davis' identity standards found at <http://IdentityStandards.ucdavis.edu>. (When responsibilities identify web tasks)