

Position Description

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Position Number:	02016091
Dept:	VP - UNDERGRADUATE EDUCATION - 061003
Position:	EXECUTIVE DIRECTOR, ACADEMIC ADVISING
Approved Payroll Title Code:	7399
Approved Payroll Title:	PROJECT/POLICY ANL 4
Approved MSP Salary Grade:	
Approved PSS Salary Grade:	PSS23
POSITION DETAILS	
Job Summary:	<p>The Executive Director for Academic Advising (ED-AA) relies on strong relationship building skills and broad community engagement to enhance the student experience for all undergraduates at UC Davis through activated expertise, campus-wide collaboration, and philosophical leadership. The ED-AA works with executive leadership and campuswide stakeholder groups to identify areas for improvement in academic advising; and proposes evidence-based practices and solutions to work toward integrative, consistent, high-quality academic advising for all undergraduates at UC Davis. Responsible for leading a team, the ED-AA determines and guides work on projects, programs, and initiatives to continue the advancement of academic advising in service to the student population. The ED-AA also is responsible for positioning UC Davis as a recognized leader in academic advising across high-level and comparator research universities nationally and internationally.</p>
Campus Job Scope:	
Department Specific Job Scope:	
Positions Supervised:	N/A
Essential Responsibilities:	<p>60% CAMPUSWIDE LEADERSHIP Vision - Establish, uphold, and advocate for academic advising practices at UC Davis that positively enhance students' personal growth and academic outcomes. Collaboration - Develop and maintain relationships across campus that improve the student experience through best-practice academic advising. Provide mentorship to advising leaders and key-role advisors. Share data and professional expertise as the advising liaison to the Provost. Work with campus leaders to collaborate and coordinate academic advising and advising services. Define, with the Provost and colleges, opportunities for enhancing and assessing academic advising and support resulting projects and assessments.</p>

Assessment - Engage in ongoing work with the support of the Office of Academic Advising (OAA) team to produce an annual academic advising report, dashboard metrics, and student surveys that can serve as annual baselines and enable the identification of areas for focus and improvement. Use collected data and known metrics to work with campus leaders to advocate for optimal resource utilization and allocations.

Professional Development - Ensure all advisors have access to appropriate training and professional development. Oversee an annual campus-based advising professional development conference. Oversee funds for advisors' external professional development opportunities. Advocate for the importance of advisor professional development with all advising leads.

Orientation - Facilitate the development and implementation of plans and programming for the academic advising components of new student orientation in partnership with the undergraduate colleges. Advocate for consistent utilization of advising technology tools, methods, and best practices.

Technology - Work with campus technical experts to continually review/recommend technology solutions to support student and advisor facing tools essential to degree progress, collaborative support and communication, policy and process implementation, and planning.

25% UNIT & TEAM OVERSIGHT

Serve as a member of the Undergraduate Education Leadership team. Identify/implement unit priorities in alignment with the goals of the organization, the Provost, and the Chancellor.

Communicate functional and technical direction to OAA unit staff. Assign and direct work, provide input for performance appraisals and performance issues as well as mentorship for OAA staff. Manage OAA operating budget including annual budget process oversight and budgetary decision-making. Provide leadership and strategic direction to Undergraduate Academic Advising Council (UAAC) and Advisor Training & Professional Development Committee (ATPD) in order to provide continued improvement in academic advising practice and policy.

Oversee decision-making for all groups affiliated with OAA.

Serve as a member of campus committees, councils, and task forces focused on student success.

Work with partners in the Division of Student Affairs on student persistence and retention, student learning and engagement, first-year advising, and campus orientation.

10% EXTERNAL REPRESENTATION & ENGAGEMENT

Serve as UC Davis lead for all academic advising discussions at the UC system and state levels including the UC Undergraduate Academic Advising Council, the annual UC advising conference, the California statewide collaborative advising conference. Work to influence policy change regarding research-based academic advising best practices.

Establish and/or maintain ties to academic advisors at R1 universities generally, and within NACADA, specifically, to share and gather best practices to showcase and inform UC Davis advising approaches.

5% SPECIAL ASSIGNMENTS

Assist UE units in other duties as needed, such as participation in intra-office workgroups, meetings, and program support.

Physical Demands:

Sit for extended periods at a computer workstation, reading fine print online and hard copy.

	<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:	Yes
QUALIFICATIONS	
Minimum Qualifications:	<p>Master's degree in higher education administration, counseling, social sciences, or related field or an equivalent combination of education and experience.</p> <p>Minimum of 5 years of direct experience managing a campus-wide or college-level advising unit.</p> <p>Experience working with general curricular elements and structures (e.g., courses, units, prerequisites, majors and minors, academic policies).</p> <p>Experience defining academic advising learning outcomes and associated syllabi and experience with assessment of academic advising and/or educational student learning outcomes.</p> <p>Experience working with culturally diverse communities in an academic environment and recognizing the pressures encountered by students at a major research university, to promote and model fairness, respect, inclusiveness, empathy, integrity, and ethical conduct, consistent with appropriate laws, regulations, and policies.</p> <p>Demonstrated experience applying competencies and concepts in an advising environment including issues impacting first-generation, international and out-of-state students - including students, faculty, staff, and administrators.</p> <p>Experience conducting group and public presentations.</p>

	<p>Documented experience using analytical and problem-solving skills to identify and research patterns of student academic needs and to develop strategies and programs to successfully meet those needs.</p> <p>Knowledge of statewide, national, and international college and university advising programs.</p> <p>Knowledge of college-student development and adult-learning research and theories.</p> <p>Knowledge of policies and laws regarding privacy of information.</p> <p>Experience using interpersonal, communication and effective listening skills to interact positively and cooperatively with students, parents, faculty, administrators, staff, and the general public in a higher education setting.</p> <p>Writing, editing and proofreading skills to compose correspondence, prepare clear and concise summaries, and construct complex, high-level proposals and summary reports.</p> <hr/>
Preferred Qualifications for Selection:	<p>Doctoral degree in higher education administration, educational leadership, counseling, social sciences, or related field or an equivalent combination of education and experience.</p> <p>Experience conducting research on academic advising to correctly employ and/or interpret such measures in the course of planning for or assessing advising practices and services.</p> <p>Experience analyzing published research in academic advising and proposing grounded, practical recommendations for advising practice based on that research.</p> <p>Leadership and decision-making skills to facilitate student-centered actions in the midst of a distributed stakeholder environment.</p> <p>Political acumen and knowledge of protocol and decorum in representing the university in interactions with multiple diverse constituencies.</p> <p>Minimum of 5 years of experience supervising professional staff, conducting training, evaluations, and managing large-scale operations.</p> <p>Ability to interpret and apply complex rules and regulations governing undergraduate education in and research universities, generally.</p> <p>Experience working with and guiding large-scale advising technology implementations.</p>