Academic Specialist – Advisor/Recruitment Coordinator

The Academic Specialist will serve as coordinator of recruitment for the college, and will work closely with the Office of Admissions and partner colleges on all recruitment initiatives; significant travel is required. This person will also advise students regarding the Lyman Briggs College and University curriculum.

PRIMARY RESPONSIBILITIES INCLUDE: coordinates recruitment and advising of prospective college students; assists with the development of recruitment materials, and works with the Office of Admissions, James Madison College, Residential College in Arts and Humanities, College of Natural Science, and The Honors College on recruitment of new students, this will include significant travel; plans, implements, and participates in campus programs aimed at the recruitment of prospective students including the Green and White Days, Green Carpet Days, Residential Colleges at MSU Program, Alumni Distinguished Scholarship Competition, Spartan Club and other University recruitment functions; assists with pre-college programs and general administrative responsibilities; advise Lyman Briggs undergraduate students on curriculum and professional school, graduate school and career preparation; participate in the organization, implementation and advising of summer Academic Orientation Program (AOP), in addition to Spring and Fall AOP as needed; advises high school students on the college curriculum; assist with academic record maintenance and degree conferrals; serve as liaison between Lyman Briggs College and partners on campus, in addition to serving as college committee representative; other duties as assigned in support of the college.

A Bachelor's Degree in Student Affairs, Higher Education, or related science and technology field is required. Well prepared candidates will have at least one year of full-time work in student affairs/services program such as admissions, academic advisement, orientation, student activities, or housing/residence life; excellent written, oral, and presentation communication skills are essential; strong organizational skills with an emphasis on long term planning for recruitment and outreach are vital to the success of the applicant; technical skills in word-processing, database management, PowerPoint, spreadsheets and web forms; ability to work closely University partners, K-12 community and prospective college students and their families.

Master's degree in Student Affairs, Higher Education, or related science and technology field preferred.

This position is listed on the MSU Applicant Page, Posting # 2597. Applications must be uploaded to MSU’s online job application site (https://jobs.msu.edu). A complete application will include a resume/vita, a cover letter and the names and contact information for three professional references uploaded as "other document".

Review of applications will begin on February 1, 2016 and continue until the position is filled. Questions regarding this position should be directed to Jonelle Golding (goldingj@msu.edu), Director of Academic Affairs, Lyman Briggs College, 35 East Holmes Hall, Michigan State University, East Lansing, MI 48825-1107.

LBC cultivates a vibrant, multi-disciplinary community that is diverse along many dimensions, including race and ethnicity; gender, sexual orientation, and gender identity and expression; ability status; and creed or ideology.

MSU is an affirmative-action, equal-opportunity employer. MSU is committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. The University actively encourages applications and/or nominations of women, persons of color, veterans and persons with disabilities.