

## Academic Specialist – Advisor/Recruitment

Lyman Briggs College (LBC) at Michigan State University (MSU) invites applications for an annual (12-month) Academic Specialist – Advisor/Recruitment position in the Academic Specialist Continuing Appointment System. Academic Specialists start with a three-year probationary appointment that has the potential, after successful reappointment, to become a long-term position.

The Academic Specialist will serve as an academic advisor for students regarding the Lyman Briggs College and University curriculum. The Academic Specialist will also assist with recruitment and yield efforts of the college and will work closely with the Office of Admissions and partner colleges on all recruitment and yield initiatives. This position requires significant travel with evening and occasional weekend work.

The Academic Specialist advises Lyman Briggs undergraduate students on curriculum and professional school, graduate school, and career preparation; participates in the organization, implementation and advising of the Academic Orientation Program; advises high school students on the college curriculum; assists with academic record maintenance and degree conferrals; serves 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. The Academic Specialist also plans, implements, and participates in campus programs aimed at the recruitment and yield 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;

Founded in 1967, LBC (<http://lbc.msu.edu/>) is a vibrant residential college comprised of 2000 students and 70 faculty and staff that focuses on the study of science and its social contexts. Bridging the two cultures of the sciences and the humanities, the LBC curriculum integrates natural sciences and mathematics courses with courses in the history, philosophy, and sociology of science (science studies). LBC students select from 41 major options within their Bachelor of Science Degree Program. Nearly all of the students in LBC major in the sciences; 60% are women; 25% are students of color; also, 25% of all LBC students belong to MSU's Honors College. We welcome applications from strong candidates who can enhance and complement the intellectual and cultural diversity of the LBC faculty and staff.

A Bachelor's degree is required; a relevant Master's degree is preferred. 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.

Application materials must be uploaded by the candidate to the Careers @ MSU page at <http://careers.msu.edu>. The posting number for this position is **443968**. A complete application will

include a resume/CV, a cover letter and the names and contact information for three professional references uploaded as "Other Application Documents".

Review of applications will begin on June 26, 2017 and continue until the position is filled. Questions regarding this position should be directed to Karen Mills (tkaczyk@msu.edu), Director of Academic Affairs, Lyman Briggs College.

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.