Director of Academic Advising

About Minerva University:
Minerva University, headquartered in San Francisco, California, offers a unique undergraduate experience for the brightest, most motivated students in the world. Minerva is an accredited non-profit institution and its curriculum and experiential learning has been deliberately designed to teach the capabilities needed to solve complex challenges. All Minerva classes are small engaging active learning seminars. The virtual synchronous technology platform enables faculty to teach and students to take their courses from anywhere in the world. Combining a reinvented curriculum, rigorous academic standards, cutting-edge technology, and an immersive global experience, Minerva provides an exceptional and accessible education to prepare future leaders and innovators across many disciplines. Minerva undergraduate students come from all over the world to spend their first year in residence in San Francisco, and then live and study in a different major world city every semester thereafter: Seoul, Hyderabad, Berlin, Buenos Aires, London, and Taipei. These rich international experiences provide students with deep global understanding and skills. A mission-driven organization, Minerva was established to nurture critical wisdom for the sake of the world.

About Academic Advising:
The Director of Academic Advising provides leadership, oversight, and evaluation of the advising activities and interventions and contributes to student success and retention. Minerva currently has ~600 undergraduate students and ~35 graduate students, with plans to grow. In addition to the day-to-day leadership and oversight of student advising, the Director coordinates University advising efforts with stakeholders across the University (e.g., other Academic Team members, faculty and College Heads, Coaching and Talent Development Team, Disability Services, Registration and Records, and Student Life including mental health counseling) to provide the appropriate support for students.
The Director is also responsible for proactively infusing “best practices” and current research into student retention and persistence supports. The position demands strong communication skills, leadership ability, flexibility, creativity, empathy and patience. This position reports to the Provost, Chief Academic Officer.

Responsibilities of this position include:

- **Administration and Oversight of Student Advising**
  - Contributes to, directs and implements the strategic plan for student advising, which is aligned with the University strategic plan for academic advising, degree planning, and student success;
  - Oversees, plans, supervises, and evaluates the work of support staff, faculty advisors/mentors and student advising assistants, and coaches, who attend to the individual and group advising needs of students;
  - Responsible for ensuring the consistent production, collection and reporting of data related to the assessment of advising practices, student use of offerings, student assistant performance, staff/faculty advisor performance, etc;
  - Contributes to student success, retention, and persistence goals by utilizing best-practices and current research related to student success.

- **Manage student academic advising**
  - Manage the coordination of and day-to-day operation of advising, including being the main point of contact for first year students prior to choosing their majors;
  - Assist in the creation, production and maintenance of materials for the advising unit, including course catalog and website, Student Handbook, myMinerva, syllabi policies.
  - Develop and participate in workshops and training of college-level advisors, coaches and student life teams on degree planning and academic policies;
• Coordinates ongoing academic advising delivery to students with college-level advisors, student life, and coaching and talent development teams.

• Oversee and manage initiatives related to student success
  ○ Manage the implementation of academic policies, including review and approval of absences and assignment extensions;
  ○ Serve as the academic liaison to the Community Care Initiatives (CCI) and serve on the Petition Review and Policy Committee;
  ○ Serve as a point of contact for students with academic problems, complaints, etc. Refers to Associate Dean, and/or Provost when necessary;
  ○ Coordinates support for at-risk students by applying early alert and intervention strategies, working with academic faculty/staff, coaches, and student life/student affairs staff;
  ○ Supervise maintenance of advising files and ensure up to date information is available in Student Information System, Forum and Fidelis;
  ○ Manage oversight of student academic accommodations working with the disability manager in Student Life;
  ○ Monitor student academic progress and standing, including warning metrics, administrative withdrawals, and serve on Academic Standards Committee and assists in communications with students regarding their cases.

Qualifications, Knowledge, Skills and Abilities:
• Bachelor's Degree from an accredited college or university required. Masters in Higher Education Administration, College Student Personnel, Guidance and Counseling or other college student related field, human service, or health-related area preferred or appropriate combination of education and experience.
• Minimum of 5 years' related experience in a US higher education setting (or combination of higher degree and experience). Experience with international students is preferred.
• Excellent communication (written and oral), interpersonal, collaborative, and supervisory skills;
• Ability to work independently while also being a strong collaborator and contributor within and across teams (timely responses and communication within and across teams essential);
• Excellent project management skills and experience and skilled in coordination of complex projects;
• Working knowledge of best practices related to the development and implementation of robust advising and retention programs.
• Ability to interpret and implement university policies and procedures in an empathetic, fair, and balanced manner;
• Commitment to a globally diverse student body with students from more than 70 countries;
• Comfort using and learning new technology; tech-savvy and eager to adopt new tools and productivity processes.

Workload is full time, exempt. Evenings and weekends may be required during peak times.
Salary is commensurate with education and experience, with an estimated range $60-80K. Benefits package includes medical and dental. Headquarters for Minerva University is in San Francisco, California with students and staff/faculty located around the world. May work remotely from outside the SF Bay Area, but must be available for meetings compatible with world time zones and willing to travel for retreats and team meetings a few times per year.

Candidates should submit the following:
• A cover letter explaining: 1) Why you believe you would be a good fit for this position.
• 2) The names of, and contact information for, three references who can attest to the quality of your work and your ability to work within a dynamic and evolving environment.
• A curriculum vitae
Must apply using the interfolio link: http://apply.interfolio.com/107898

Review of applications will begin immediately and continue until the position is filled.

Minerva Schools shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin.