

Portland State University
Portland, Oregon

Position Profile
Academic and Career Advisors I/II
July 2016

Prepared by:
Summit Search Solutions, Inc.



Portland State
UNIVERSITY

www.pdx.edu

THE INSTITUTION

About Portland State University

Portland State University (PSU) is Oregon's urban research university recognized for excellence in sustainability and community engagement, and is located in the heart of downtown Portland. The campus motto is "Let Knowledge Serve the City." Portland State offers more than 200 degrees with opportunities to work with businesses, schools and organizations on real-world projects and enrolls over 29,000 students from every state in the nation and more than 84 foreign countries. As the state's only urban public university, Portland State provides comprehensive undergraduate education as well as professional education to thousands of Oregonians who want to update their skills or change careers, and applies research to problems of interest to the city, region, and global society. Portland State is renowned for innovative academic programs and excellence, particularly in fields related to urban and public affairs; business administration; science, technology, and sustainability; that combine student learning, research, and community engagement. The university was hailed by The Princeton Review as one of the best colleges and universities in the United States for 2015, and ranked as one of the nation's "Top 10 Up-and-Coming" universities, three years in a row, by U.S. News & World Report in its "Best Colleges" 2015 edition. For more information, see: www.pdx.edu

THE OPPORTUNITY

Portland State University has made a strategic commitment to re-vitalize and enhance its academic advising function as part of its "Elevating Student Success" goal in the University's [Strategic Plan 2016-2020](#). The campus is now recruiting up to 12 new advisors. The new **Academic and Career Advisors** will join other campus employees to play a key role in the achievement of the Strategic Plan goals. The Advisors will help design innovative solutions within the campus community of professional advisors. With cutting edge technology, best practices in advising, and a student focused culture, it's an exciting time to be an Advisor at PSU.

Each Advisor will report into a central advising group and will be assigned to a specific academic unit or college. The Advisor keeps current on learning strategies and emerging and state-of-the-art student success research, analytics and technologies to enhance the unit's knowledge and benefit PSU students. The position requires face-to-face and online interaction with students, colleagues, supervisors, administrators and faculty. The Advisor inspires and motivates students, is detail-oriented, and follows through with actions and commitments. At Portland State, advising is a shared responsibility between professional advisors and faculty.

Position Duties and Responsibilities

The Advisor provides prospective students and admitted undergraduate and post-baccalaureate students with assistance selecting majors and/or careers. This position advises in the areas of academic requirements and successful completion of the PSU degree or certificate, as well as referrals to campus services. The Advisor provides information about careers and employment opportunities and assists in the job search process.

The Advisor will contribute in other relevant university activities that support student recruitment, retention and graduation such as community college recruitment events, orientation, advising of transfer and

freshman students, early warning systems, and use of the advising platform and customer relationship management system to track such interactions. The advisor uses sound judgment when taking notes in a unified advising record and participating in a coordinated service network. Advising includes helping students formulate an academic plan based on exploration and understanding of their interests, skills, and values in conjunction with the academic curriculum and co-curricular opportunities.

The Advisor works as part of a team to achieve established goals in collaboration with representatives of campus services and community partners as appropriate. The Advisor serves as a liaison with faculty advisors and other professional advisors to enhance advising capacities in the schools and colleges; participates in campus-wide initiatives, research projects, and professional development activities for advisors.

Qualifications:

- Master’s degree (or a Bachelor’s degree with 3 or more years of relevant experiencing advising or mentoring students) required; Master’s degree plus at least 1+ year of relevant experience strongly preferred.
- Ability to advise students on PSU major and degree requirements.
- Ability to analyze, synthesize and explain complex University processes/procedures and graduation requirements.
- Experience providing information on job search strategies and advising students in decision-making processes related to choice of majors and careers.
- Experience with technology and analytics in the provision of services to students (for example Banner Student Information System, EAB’s Student Success Collaborative advising platform, and Early Alert Systems).
- Ability to work successfully with diverse populations and understand the unique challenges faced by diverse student populations.
- Effective communication skills, both in one-on-one interactions (in-person and online) as well as in small groups and in public presentations; experience developing written communications.
- Ability to work a flexible schedule, as needed; this may include occasionally work on evenings and weekends.

Desired Mindset:

- A deep commitment to student success.
- Attention to detail and ability to translate data.
- High level of creativity/innovation and problem-solving ability.
- A commitment to partnership with faculty on advising and curricular re/design.
- A positive, forward-looking attitude.
- Creation of an environment that acknowledges, encourages, and celebrates differences.
- The capacity to be an effective and respectful communicator within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.
- Adherence to all of PSU’s policies including the policies on Prohibited Discrimination & Harassment and the Professional Standards of Conduct.

The **Advisor II** role is an enhanced role that involves knowledge of program evaluation, assessment of learning and/or research methods and use of data to better understand student pathways to and barriers to success. The Advisor II will coordinate and oversee programs that may include budgetary responsibilities and supervising employees and/or student workers. One of the new advisors will be hired at Advisor II in the area of fine and performing arts. Qualifications for the Advisor II include the above plus:

- Master’s degree required plus 1+ years of experience advising or mentoring students; 2 years or more experience preferred.
- Working knowledge of advising and retention strategies.
- Experience using data to better understand student pathways and barriers to success.
- Knowledge of/experience with program evaluation, assessment of learning, and/or research methods.
- Familiarity with career assessment instruments; knowledge of career fields and employment markets.
- Multilingual skills preferred.

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until finalists are identified. Please submit CV/resume and cover letter upon application. Click here to apply: [Apply Now](#)

Or copy and paste the following link into your browser:

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=7752203&portalID=5652>

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Portland State University is an Affirmative Action, Equal Opportunity institution and welcomes applications from all diverse candidates, including, among others, protected veterans and individuals with disabilities.

Portland State University supports equal opportunity in admissions, education, employment, housing, and use of facilities by prohibiting discrimination in those areas based on age, color, disability, marital status, national origin, race, religion or creed, sex or gender, gender identity or gender expression, sexual orientation, veteran status, or any other basis in law. This policy implements state and federal laws. Inquiries about it should be directed to the Office of Equity and Compliance, 1600 SW 4th Avenue, Suite 830, Portland, OR 97201, 503-725-5919, or via email to: diversity@pdx.edu.

If, because of an impairment or disability, you need accommodation during any part of the employment process, please contact Human Resources at 503-725-4926 or via email: askbrc@pdx.edu.



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Portland, Oregon

Whether you see Portland, Oregon, as a small town with a big-city feel or a big city that feels like a small town, it is a cool place to live. Located on the banks of the Willamette River only 90 minutes from snow-capped peaks and the Pacific Ocean, you might not realize Portland's bustling downtown and waterfront are the heart of a metropolitan region with more than 2 million people. Twelve bridges span a wide elbow of the Willamette River, connecting the east and west sides of town. Throughout the metro area are thriving neighborhoods filled with restaurants, record shops, bars, funky clothing stores, antique malls and art galleries. Portland also has an abundance of movie theaters (some even serve beer and pizza), new and used bookstores (including Powell's, the largest bookstore west of the Mississippi), coffee shops and clubs.

Within walking distance of the PSU campus is the world-class Portland Art Museum, the Oregon Historical Society, a performing arts complex and a concert hall. For the sports-minded, the Portland area has its own NBA team (the Trail Blazers) and a major league soccer team (the Timbers) as well as minor-league baseball and hockey teams. Outdoorsy types love Forest Parks, the largest city park in the nation, with 5,000 acres of hiking and biking trails, a zoo, public gardens and beautiful old-growth woods. And all of this is connected by one of the world's leading public transportation systems, a combination of buses, streetcars, and light-rail trains, making the entire metro area only a couple stops away.

If you like day trips, a short drive in any direction will lead you to some of the most breathtaking scenery in the world: mountains, seashore, river gorge and desert.

Oregon is the second most popular state to move to with 61% inbound migration. (*quoted from Forbes*)

For more information on Portland, Oregon:

Travel Portland: <http://www.travelportland.com/things-to-do/>

Portland Business Alliance: <http://portlandalliance.com/>

Portland Parks and Recreation:

<https://www.portlandoregon.gov/parks/35300>

City of Portland: <https://www.portlandoregon.gov/>

On clear days, the Cascade Range volcanoes Mount Hood and Mount St. Helens loom on the Portland horizon. Both snowcapped peaks are just a short drive from the city.

Stretching above 11,000 feet, Mount Hood is Oregon's highest point. It's a downhill and cross-country skiers' paradise and summer training home for the US Olympic ski team with its year-round snow. During the spring and summer, campers pitch their tents on glassy mountain lakes along the Pacific Crest Trail.

If it's ocean you're looking for, the Oregon Coast is a year-round playground for adventure-seekers and beachcombers alike. Along the scenic coast Highway 101 you'll find quaint beach towns and wind-wracked headlands hundreds of feet above the crashing Pacific, and miles of unpeopled beach, all of which is accessible to the public by law. Wild flowers grow atop massive cliffs, and eons of wind and angry waves have carved giant boulders into caves and lovely cathedral-esque hollows. Bring your wetsuit and surf or sea kayak among the sea lions instead of the crowds.