

United States Air Force Academy
Academic Advisor and First Year Experience (FYE) Instructors (#10-29R)

The Office of Student Academic Affairs and Academy Registrar (DFR) invites applications for the position of Academic Advisor and FYE Instructor. Two positions will be filled. The anticipated start date is July 6th, 2010. The initial 3-year appointment will terminate on June 30th, 2013. Subsequent re-appointments of up to four years in length will be based upon an assessment of performance, Air Force and departmental needs, and funding availability. The United States Air Force Academy, located just north of Colorado Springs, Colorado, is an undergraduate institution that awards the Bachelor of Science degree as part of its mission to educate, train, and inspire men and women to become officers of character, motivated to lead the United States Air Force in service to our nation. The Academy faculty is an integrated group of military and civilian educators. The student body consists of approximately 4000 men and women representing every state and several foreign countries. The curriculum includes core academic and professional courses, and 32 disciplinary and interdisciplinary majors.

The incumbent will serve as an Academic Advisor, First Year Experience instructor, and mentor to cadets for Student Academic Affairs. Serves as primary academic advisor to cadets until they declare a major, providing academic advice, mentoring, and guidance regarding the USAFA curriculum, programs, requirements, and opportunities. Serves as source of advice and guidance for cadets in Academic Advising Center. Provides information and training to cadre of faculty and staff serving as academic advisors and FYE instructors. Reviews and revises publications focused on academic advising and FYE. Demonstrates sensitivity and responsiveness to the needs and requirements of customers. Performs assigned staff work for Student Academic Affairs processes and office functions.

Qualifications: A master's degree is required. Preference will be given to holders of degrees in academic advising, student development/support services, student academic affairs, or closely related fields. Demonstrated experience in implementing postsecondary retention strategies, working with students from diverse backgrounds, and two years of professional academic advising and/or FYE course involvement is highly desired. Excellent communication skills, both oral and written, are essential. Applicants must have the motivation, interpersonal skills, and institutional perspective to work with faculty and staff from across the entire campus to achieve institutional goals. Essential qualities expected of every faculty member include the personal attributes of integrity, industry, cooperation, initiative, and breadth of intellectual interests.

Requirements: U.S. citizenship required. The selected candidate will be subject to a security investigation and must meet eligibility requirements for access to classified information.

Salary: Commensurate with qualifications and experience.

To Apply: Send a letter of application, curriculum vitae, legible copies of your official transcripts, and the names, addresses, and phone numbers of three references familiar with your professional work to: **10 FSS/FSMC (ATTN: Ms. Elcira Hodge, #10-29R), 5136 Eagle Drive, Suite 121, U.S. Air Force Academy, CO 80840. Deadline for receipt of applications is April 19th, 2010. Incomplete applications will not be considered. The Federal Government is an equal opportunity employer. U.S. citizenship required. The United States Air Force Academy values the benefits of diversity among the faculty to include a variety of educational backgrounds and professional and life experiences.**