

United States Air Force Academy
Chief, Academic Advising and First Year Experience (FYE) Division (#10-32R)

The Office of Student Academic Affairs and Academy Registrar (DFR) invites applications for the position of Chief, Academic Advising and FYE Division. The anticipated start date is July 6th, 2010. The initial 3-year appointment will terminate on June 30th, 2013. Subsequent reappointments 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 Chief, Academic Advising and FYE Division, managing the delivery of all academic advising for undeclared students and the FYE course. Supervises two academic advisors and the FYE course director. Leads the development and administration of advising programs. Oversees FYE course administration and the implementation of retention initiatives to support the success of first year students. 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. A doctoral degree is preferred. Preference will be given to holders of degrees in academic advising, student development/support services, student academic affairs, or closely related fields. Supervisory experience in an academic advising center or related higher education unit and five years of professional academic advising and/or FYE course involvement is required. Excellent communication skills, both oral and written, are essential. Applicants must have the motivation, interpersonal skills, compassion and ability to work with cadets who possess a wide range of academic abilities and be able to assist them to implement appropriate learning strategies. Applicants must also possess the institutional perspective to work with faculty and staff from across the entire campus to achieve institutional goals. Demonstrated experience in implementing postsecondary retention strategies is desired. 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, #10-32R), 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.**