

**United States Air Force Academy**  
**First Year Experience (FYE) Course Director (#10-33R)**

The Office of Student Academic Affairs and Academy Registrar (DFR) invites applications for the position of First Year Experience (FYE) Course Director. The anticipated start date is July 6<sup>th</sup>, 2010. The initial 3-year appointment will terminate on June 30<sup>th</sup>, 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 the First Year Experience (FYE) Course Director, academic advisor, and mentor to cadets for Student Academic Affairs. Collaborates across campus organizations regarding course content, focus areas, and delivery, with a focus on first year student retention and success. Trains Academic Advising Center FYE core cadre on course requirements and resources. 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, resources, and training to cadre of faculty and staff serving as academic advisors to undeclared cadets and First Year Experience (FYE) instructors. Instructs in the FYE course. 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 doctoral degree is required. Preference will be given to holders of degrees in academic advising, student development, higher education administration, or closely related fields. Five years of professional academic advising and/or FYE course involvement is required. 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. Excellent communication skills, both oral and written, are essential. 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, #10-33R), 5136 Eagle Drive, Suite 121, U.S. Air Force Academy, CO 80840. Deadline for receipt of applications is April 19<sup>th</sup>, 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.**