

**POSITION VACANCY**  
**DIRECTOR OF ACADEMIC SERVICES**  
**AND ACADEMIC ADVISOR**

**COLLEGE OF ARCHITECTURE, PLANNING & DESIGN (CAPD)**  
**KANSAS STATE UNIVERSITY**

The Dean's Office of the Kansas State University College of Architecture, Planning and Design is searching for a Director of Academic Services and Academic Advisor who has an interest in graduate professional education in the design and planning professions and in helping students complete their academic studies. The Director and Advisor works closely with and provides varied services to students, faculty, staff, administrators and families, and maintains and coordinates university and college academic processes critical to degree completion as well as the information and record systems to facilitate these activities. The person coordinates academic advising for the college as well as advises students.

**Job responsibilities:**

- Academic advising – works with students at both the undergraduate and graduate level and in all programs on a range of academic issues. Serves as academic advisor to all first-year students, as well as works with the advisors and students in the degree programs if the complexity of the issue warrants involvement. Monitors and coordinates academic progress review of first-year students for progression to one of four graduate degree-granting programs. Prepares the academic advising handbook for first-year students. Serves as co-advisor to Environmental Design Student Association (EDSA). Advises students on academic warning; provides support to and is a participant in reinstatement committee hearings dealing with appeals of dismissed students. Participates with Associate Dean, Department Heads and Department Advisors in discussions about course substitutions; researches, recommends and/or approves course content equivalency. Monitors and processes appropriate transfer of coursework from other academic institutions. Serves as contact person for students with academic crisis; counsels and advises students and parents. Interprets and disseminates information regarding a wide variety of university and college topics pertaining to academic programs.
- Advises and assists departments with curriculum development and change issues. Coordinates procedures and requirements with the university and the Graduate School. Checks proposed changes in curricula with the data system requirements of iSIS and DARS as well as the policies and procedures of the college and Graduate School. Coordinates and monitors applications of all CAPD students to the Graduate School and notifies students, departments, Student Financial Assistance and/or Graduate School of errors or missing materials.
- Represents Dean's Office on college and university committees, including but not limited to iSIS, Assessment, and KCDC and Interdisciplinary Committee. Serves as alternate in absence of Associate Dean on college and university committees, including Committee on Academic Policies and Procedures.
- Enrollment – coordinates logistics of new student enrollment and orientation periods and participates in all aspects of these sessions. Prepares the enrollment power point which is used during new student enrollment sessions. Advises students about selection of course options and assists students to enroll. Establishes permanent record for each entering student.
- Graduation checks – performs graduation checks for each fourth-year student in the fall to ensure proper academic progress toward graduation is being made. Advises students as to outcomes of checks. Interacts with students, Associate Dean, Academic Advisors and/or Department Heads as to appropriate course of action if checks reveal problem(s).
- Graduation clearances – performs graduation clearances for each graduating student to ensure that undergraduate degree requirements have been met before degree is conferred. Works closely with the Graduate School to ensure compliance with expectations of both the undergraduate and graduate component of four different degree programs. In collaboration with the Associate Dean and Dean's Administrative Assistant, participates in planning and preparing logistical arrangements for graduation ceremonies.
- Academic progress – assures compliance with university and college policies, procedures and deadlines by managing and refining a comprehensive student records system for each student; approves on behalf of Associate Dean add/drop, A-Pass-Fail, course overload approval, course section permits, etc.

- Coordinates and implements university and college student information databases and systems such as iSIS, DARS, K-State On-Line and college system.
- Screens, interviews, hires, trains and supervises one part-time classified employee.

**Required qualifications include:**

- Bachelor's degree.
- Three to five years of full-time experience and working knowledge of counseling or academic advising, preferably of students, student record systems management, enrollment procedures and university policies and procedures that govern academic progress, procedures and curricula.
- Demonstrated experience with computer systems and software.
- Excellent demonstrated verbal and written communication and interpersonal skills.
- Demonstrated ability to attend to and work with details and maintain high level of accuracy in an environment with multiple priorities and many interruptions.
- Demonstrated ability to fairly and equitably enforce policies, follow procedures and to do so with diplomatic grace.
- Demonstrated ability to maintain confidentiality.
- Demonstrated ability to appropriately analyze, interpret and apply policies and procedures, as well as applicable federal and state statutes.
- Demonstrated capacity to be self motivated and autonomous yet able to follow directions, and ability to work independently as well as be a member of an effective team.
- Must maintain a positive attitude with an open door policy.

**Preferred qualifications include:**

- Master's degree preferred. Degree in liberal arts and sciences, business, human ecology, education and/or design professions preferred.
- More than one year of direct experience working with professionals and students in the design disciplines preferred.
- Familiarity with iSIS, DARS, KSOL and databases.

**Starting salary:** Negotiable depending upon experience and qualifications. Full-time, unclassified, 12 month appointment; K-State benefit eligible.

**Timeline:** Review of applications will begin on March 1, 2010, and continue until suitable candidate is found. Start date will be approximately mid May, 2010.

**How to apply:** Submit letter of application, a resume, and contact information for three work-related references to:

Diane Potts  
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College of Architecture, Planning & Design  
213 Seaton Hall  
Kansas State University  
Manhattan, KS 66506  
785-532-1090  
[potts@ksu.edu](mailto:potts@ksu.edu)

**KANSAS STATE UNIVERSITY  
IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER  
AND ACTIVELY SEEKS DIVERSITY AMONG ITS EMPLOYEES.  
BACKGROUND CHECK REQUIRED.**