

Overview: Nine faculty advisors will be hired to counsel and provide academic advising to new students at the 2009-2010 Orientation programs. Training and advising sessions for the June/July component will be held in the afternoon. August and January advising programs run morning, afternoon, and evening. Faculty will also be expected to participate in morning and/or evening programming for parents and freshmen. Orientation advisors must work all three of the orientation programs (July, August and January).

Position Requirements:

1. A thorough knowledge of the General Education Program as well as curricula, majors, concentrations, and/or educational sequences to which the faculty advisor will be assigned. *Faculty Advisors are responsible for meeting with chairs/directors of the departments to which they are assigned prior to June training in order to gain a thorough knowledge of the required academic advisement for each major/curriculum.*
2. Experience in teaching undergraduates, working with students outside the classroom, as well as serving as an academic advisor.
3. Letter of recommendation from the Department Chairperson or appropriate Dean if the applicant is a chairperson.
4. Availability guaranteed for all sessions, including training sessions.

Schedule: 2009-2010 Orientation of new students (freshmen, transfers, readmits, and second degree candidates) is scheduled as follows (orientation sessions and training are held Monday through Friday):

1. Freshmen Orientation: July 8 – 22, 2009.
2. Orientation for Transfers, Readmits, and Second Degree Candidates and remaining Freshmen: August 17, 18, and 19, 2009.
3. Mid-Year Orientation: January 13 & 14, 2010.
4. Training Sessions for each program will be conducted June 29– July 3, 2009 from 12:30 p.m. – 4:00 p.m (9:00 a.m. to noon on July 3); August 14, 2009 from 9 a.m. – 12 noon; and January 12, 2010, from 9 a.m. to 12 noon.

The salary is \$3,750 (For all three components – July, August and January).

Applications should be returned by April 13, 2009 to the Office of Academic Support and Information Services, Craig Lee 154, 456-8083. Applicants for the position of academic advisor to new students will be interviewed. For further information, please contact Susan C. McAllister, Coordinator, OASIS, 456-8715 or smcallister@ric.edu.

Application Process

1. Please submit one letter of recommendation from the department chairperson or appropriate Dean if the applicant is a department chairperson. This letter may either be attached to the application or sent directly to Susan C. McAllister, Coordinator of OASIS, Craig-Lee 154, by April 13, 2009.
2. Please submit a typewritten statement describing your experience with students (to be completed on next page).

Both documents should speak to the applicant's:

- a. knowledge of curricula, majors, concentrations, educational sequences, and General Education Program;
- b. facility and experience in working with students outside the classroom;
- c. experience as an academic advisor;
- d. experience teaching undergraduates;
- e. availability for all sessions.

Applications are due on April 13, 2009. Please submit your completed application to the Office of Academic Support and Information Services, Craig-Lee 154, Attn: Susan C. McAllister

Performance Agreement

1. Faculty advisors should be available to work Monday, Tuesday, Wednesday, Thursday, and Friday.
2. Faculty advisors are expected to attend **all** training programs.
3. Faculty advisors should have a thorough knowledge of the General Education Program as well as the curriculum, majors, concentrations, and/or educational sequences to which they will be assigned for advising. Faculty advisors are asked to meet with appropriate department chairs to enhance their knowledge of assigned curricula, majors, and/or concentrations. In turn, Faculty Advisors will ensure that the Orientation Student Peer Counselor assigned to work with them is given a basic knowledge of the curricula, majors and/or concentrations to which they are assigned.
4. Faculty advisors should have the desire to work with other Rhode Island College personnel to make the Orientation Program a good beginning for our new students.
5. Faculty advisors should have the ability to work in small groups.

Non-compliance with these personnel practices are grounds for dismissal from the program.

The Office of Academic Support and Information Services is an equal opportunity, Affirmative Action Employer.

Name _____

Home Address _____

Phone _____ RIC Email Address _____

Department _____ Office Ext. _____

Applicant Statement:

I understand all program requirements and agree to comply with all.

Signature _____ Date _____