

Job Level	Academic Success Coordinator - CASA	Professional Level II
Oversight Received	<ul style="list-style-type: none"> <li>• Provide academic advising to undergraduate undeclared students and general advising information to parents and families during orientation sessions, and continue regular contact with students until they declare a major</li> <li>• Reports to the Collaborative for Student Achievement Director of Advising for Undeclared Students.</li> </ul>	<ul style="list-style-type: none"> <li>• Limited supervision through review of work product</li> <li>• Periodic monitoring of work</li> </ul>
Problem Solving	<ul style="list-style-type: none"> <li>• Problem-solve with students, families, faculty and staff</li> <li>• Engage students in the process of exploring majors and career choices through appointments, workshops, and programs and make appropriate referrals to campus resources</li> <li>• Assist new students in transitioning to and navigating the collegiate experience, developing more sophisticated decision making skills, and utilizing campus resources</li> <li>• Participate in retention and grade monitoring activities and assist students in academic difficulty, on probation, and those who are considering withdrawing from the University</li> <li>• Provide advising for students who are considering changing their major, as well as students who need an alternative major because they are unable to meet the admission requirements of their desired major</li> <li>• Maintain accurate and detailed advising notes through the online system, track advisees' performance at the end of each semester, and provide intentional outreach to particular groups of students such as over 45 credits who need to declare a major</li> <li>• Design, implement and assess programs and workshops designed for student success and/or major exploration</li> <li>• Teach course(s) for undeclared students, either "New Student Seminars" or "Create Your Story" in the Key Explore Community</li> </ul>	<ul style="list-style-type: none"> <li>• Applies concepts to resolve a variety of problems</li> <li>• Discretion to determine a course of action with review</li> </ul>
Interaction/ Communication	<ul style="list-style-type: none"> <li>• Maintain thorough knowledge of Colorado State University majors, campus resources, information systems, and University and college department policies and procedures and be able to interpret to students and families</li> <li>• Actively contribute to sharing knowledge and refining policies in department as well as at campus advising committees such as the Professional Advisor Network, the Academic Support Coordinator Network, Campus Advisor Training, and Key Advisor Meeting</li> <li>• Establish and maintain liaisons and collaborative working relationships with Student Diversity Programs, academic departments, student affairs offices, student groups, and other university resources</li> <li>• Develop familiarity with and incorporate student development theories and developmental advising into advising practice</li> <li>• In cooperation with supervisor, design and implement a plan for professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Communicates to a broad audience that may be outside of occupational discipline</li> </ul>
University Impact	<ul style="list-style-type: none"> <li>• The Academic Success Coordinator (ASC) provides academic advising, support and outreach to undergraduate undeclared students. Through individual appointments, a variety of programs and services including facilitating new student seminars, they guide and support students in the process of exploring majors, transitioning to the university and becoming successful students.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of University policies and systems</li> <li>• Impact is on work team or department</li> </ul>

Typical  
Education

- Master's degree in higher education, counseling, psychology, education, human service, liberal arts, or natural sciences by start date
- One-year higher education professional experience advising students, or 2 years' experience in a 20 hour per week graduate assistantship advising, counseling or supporting students
- Bachelor's degree