Position:
Academic Specialist/Advisor in the Department of Animal Science, College of Agriculture and Natural Resources at Michigan State University, annual year, 12 month, 100% time position.

Duties:
The Department of Animal Science is seeking an individual to coordinate the activities of a centralized academic services office to serve the students in the Department of Animal Science. Serve as academic advisor to all students in the Department of Animal Science. Work with faculty and students to develop professional mentoring relationships for juniors and seniors. Coordinate and participate in both Summer and Winter Academic Orientation (AOP) and Recruiting Programs throughout the year. Assist students with internships and job placement. Teach ANS 101 and 301, Professional Development in Animal Science I and II.

Minimum Requirements:
Master’s Degree in Animal Science, Agricultural Science, Education or Behavioral Science or related field. Experience working with college age students. Applicants must have good communications, interpersonal, and organizational skills.

Desired Qualifications:
Familiarity with University policies and procedures, prior experience with advising is desired.

Required Documents:
Interested applicants should submit to http://www.jobs.msu.edu/ (posting # 1411): Resume/CV, Letter of Application, list of three references including their contact information.

All application material must be received by July 15, 2015. Applications will be accepted until suitable candidate is found.

For questions regarding the position please contact, Dr. John Shelle, 517-614-4929 or shelle@msu.edu

MSU is an affirmative-action, equal-opportunity employer. MSU is committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. The University actively encourages applications and/or nominations of women, persons of color, veterans and persons with disabilities.