

101 Vera King Farris Drive | Galloway NJ 08205-9441  
[stockton.edu](http://stockton.edu)

**Title:**

Assistant Director of Academic Advising, Health Sciences (Unclassified)

**Requisition Code:**

492760

**Location:**

Galloway (Main Campus)

**Job Category:**

AFT Professional Staff

**Department:**

Center for Academic Advising

**Salary:**

Salary commensurate with experience and is accompanied by an extremely competitive University benefits package

**Work Hours:**

M-F; 9:00a-5:00p

**Posted Date:**

11/30/2023

**Close Date:**

N/A

**Overview:**

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout Southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin, and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at [www.stockton.edu](http://www.stockton.edu).

Faculty and staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

This is an in-person on campus, non-remote position. The University has implemented a pilot program allowing employees to work either a compressed 4-day work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

### **Brief Job Overview/Summary:**

Reporting to the Director of the Center for Academic Advising, the Assistant Director of Academic Advising, Health Sciences, oversees the degree completion of all undergraduate students who are first-year, sophomores, juniors, seniors, and/or transfers as assigned by the caseload in the Center for Academic Advising, specifically in the School of Health Sciences. The Assistant Director of Academic Advising, Health Sciences, designs and implements on-campus advising programs to facilitate student advising and registration and manages all student advising efforts for their assigned preceptees.

### **Descriptions of Essential Duties/Responsibilities:**

- Oversee the assignment, removal, and reassignment of preceptees to preceptors of the School of Health Sciences and serve as a preceptor for up to 200 students, primarily in the Health Science programs.
- Review the graduation applications of School of Health Sciences students and assist the students and their assigned preceptors in resolving DegreeWorks issues.
- Communicate course sequencing information and recommendations to all new students in the School of Health Sciences, especially transfer students in the Health Sciences major.
- Review and approve declarations of majors and changes of major in the School of Health Sciences, in consultation with the relevant programs.
- Support and train faculty members in the School of Health Sciences, and any new advisors regarding the best practices in academic advising, provide information on University policies, and information on course prerequisites and sequencings.
- Inform students, faculty, preceptors, and the Assistant Dean of the School of Health Sciences about the impact or curricular changes on the DegreeWorks of students in the School of Health Sciences.
- Assist the School of Health Sciences at community college events and other transfer admission programs, as needed.
- Attend BSHS faculty meetings and meetings for the general School of Health Sciences as a liaison for Academic Advising.
- Prepare academic-advising-related presentations for students, staff, and faculty from various groups (CARES, etc.).
- Participate in Open House, Experience Stockton, IDD, and other Stockton University campus events. Represents the University or the Center for Academic Advising at conferences, seminars, or meetings as required.
- Develop and/or revise academic advising/student success-focused programming and initiatives.
- Building and fostering relationships across divisions on behalf of the Center for Academic Advising.
- Assisting the Director of the Center for Academic Advising with streamlining operational processes in the Center.
- Other duties as assigned and determined by the Director of the Center for Academic Advising.

### **Required Qualifications:**

- Master's degree from an accredited institution.
- Minimum of one year of full-time academic advising experience.
- Minimum of one year experience facilitating/implementing academic advising-related programs and student success/retention initiatives.

**Preferred Qualifications:**

- Experience working specifically with health science and health science-related college students.
- Experience facilitating/implementing academic advising-related programs and student success/retention initiatives related to health sciences.
- Experience using Banner, DegreeWorks, or comparable student and information management systems in an educational setting.
- Experience supporting conditionally admitted students.
- Strong computer skills, including use of Microsoft Office Suite.
- Willingness to work a flexible schedule, including occasional evening and weekend shifts.
- Experience assigning preceptor/preceptee caseloads within a college/university.

**Screening Information:**

Screening of applications begins immediately and will continue until the position is filled.

**How to Apply:**

To apply, please visit <https://employment.stockton.edu> or click the “apply” button.

**SAME APPLICANTS:** If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (609)-292-4144, option 3.

Click [here](#) to apply. Email all necessary documentation to [Stockton.same@stockton.edu](mailto:Stockton.same@stockton.edu).

Only electronic documents will be accepted. Please complete the online application and include three professional references in addition to the following required documents. All required documents (Microsoft Word or PDF) must be submitted in order for your application to move forward.

- A letter of interest describing qualifications and accomplishments.
- Current resume or curriculum vitae.
- Unofficial graduate transcripts.

**Please note:**

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit [http://www.stockton.edu/affirmative\\_action](http://www.stockton.edu/affirmative_action) for information on Stockton's Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for

University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.

- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton's Annual Security and Fire Safety Report (ASFSR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASFSR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.