

Please complete this form and attach it to all requests to establish a specialist position.

1. Specify minimum level of formal education and work experience or other qualifications required to meet the performance standards associated with this position.

Education (degree(s) and discipline or field of study): Master's Degree - Counseling, Student Affairs or Higher Education

Experience (number of years and type): 5-10 years progressively more experience in academic advising and student support initiatives.

2. For outreach duties, specify the information being transferred and the audience: _____

The following questions apply to the current academic year:

3. For teaching duties, specify whether: ☐ Credit ☐ Non-credit ☐ On-campus ☐ Off-campus

If credit, specify course number and number of credits: _____

4. For research duties, is the person in this position specified as the principal or co-principal investigator on a research grant or contract? ☒ Yes ☐ No

PLACEMENT GUIDELINES (Use when listing duties and responsibilities on back of this form.)

1. TEACHING/ADVISING/CURRICULUM DEVELOPMENT

Teaching specialists provide instruction for credit courses. Teaching and related class preparation, grading, student evaluation, etc., are substantial and continuing dimensions of ongoing responsibilities (i.e., occupying at least 30% of the time). These specialists are the instructors of record or teach portions of courses on a regular basis entailing the time commitment referenced above. Occasional teaching assignments cannot satisfy assignment to this specialist category.

Advising specialists devote the preponderance of their time (50%+) to advising students on course selection, degree requirements, majors, etc., and/or to other instructional activities, e.g., tutoring, interpreting for students with disabilities or bilingual students, advising on academic developmental needs, and developing instructional strategies to assist academic progress. Advising may include career counseling, but this is incidental to the major focus of course and curriculum advice.

Curriculum development specialists provide content-related support to course, curriculum and/or instructional development activities. At least 30% of time must be devoted to these activities to satisfy assignment to this specialist category.

Beyond the assignments referenced above, time may be spent on research, administration, outreach, or other activities.

2. RESEARCH

Research specialists take a lead role on research projects, including developing grant proposals, and directing the research project with designation as principal investigator or performing position responsibilities which require a doctorate degree.

3. OUTREACH

Outreach specialists are responsible for disseminating the knowledge resources of the University to meet the knowledge needs of people outside the University.

Their work involves providing non-credit educational programs to off-campus students or client groups, including course development and presentation, and/or providing a linkage for those outside the University to identify and access faculty knowledge, resources, and research results. This can involve technology transfer which provides a linkage between external University publics and faculty research resources to help resolve complex technological issues and/or share technological or scientific knowledge. These duties must involve a time commitment of at least 30%.

In addition to these responsibilities, outreach specialists may be involved in proposal writing, resource identification, and data gathering. Outreach specialists also can be designated as principal investigators. They can be appointed through any college as part of the newly decentralized Lifelong Education program or through a college which has technological/research resources to share with the outside public.

Summarize the primary purpose of the position in a few sentences (i.e., why does the job exist?): The Coordinator of Student
Success exists to increase retention efforts in the College of Natural Science. Will develop
and implement initiatives to enhance student success and return students to good standing. Will
advise all CNS students on probation as well as Bio and Physical science teaching majors.

EXAMPLES

#1 25% — — ✓ — — Serve as a principal investigator to conduct research in the area of composite materials fabrication.
Priority **

#2 30 % ✓ Provide in-service education programming for teachers and staff throughout the state.
Priority ☐

#1 40 % — — — — X Develop and implement student success strategies to improve STEM
 Priority ☐ graduation rates and move students from probation to good standing.
Collaborate with STEM faculty on new initiatives for retention.

#2 50 % X — — — — Advise all probation students in CNS; advise Biological Science
Priority ☐ and Physical science majors; make readmission and ASUS decisions
for at-risk students.

#3 10 % — — — — X — Working with student groups that directly enhance student success
Priority ☐ persistence.

#4 _____% _____
Priority ☐

#5 _____ % _____
Priority ☐

% TOTAL Tch	% Adv	50 % Cur	% Rsc	% Out	10 % Oth	40 %
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USE ADDITIONAL PAGES IF NECESSARY

Name _____

ACADEMIC ADVISING

4. Number of current advisees:	Freshmen	<u>8</u>
	Sophomores	<u>11</u>
	Juniors	<u>15</u>
	Seniors	<u>35</u>
	Other	<u>STAR: 75</u>

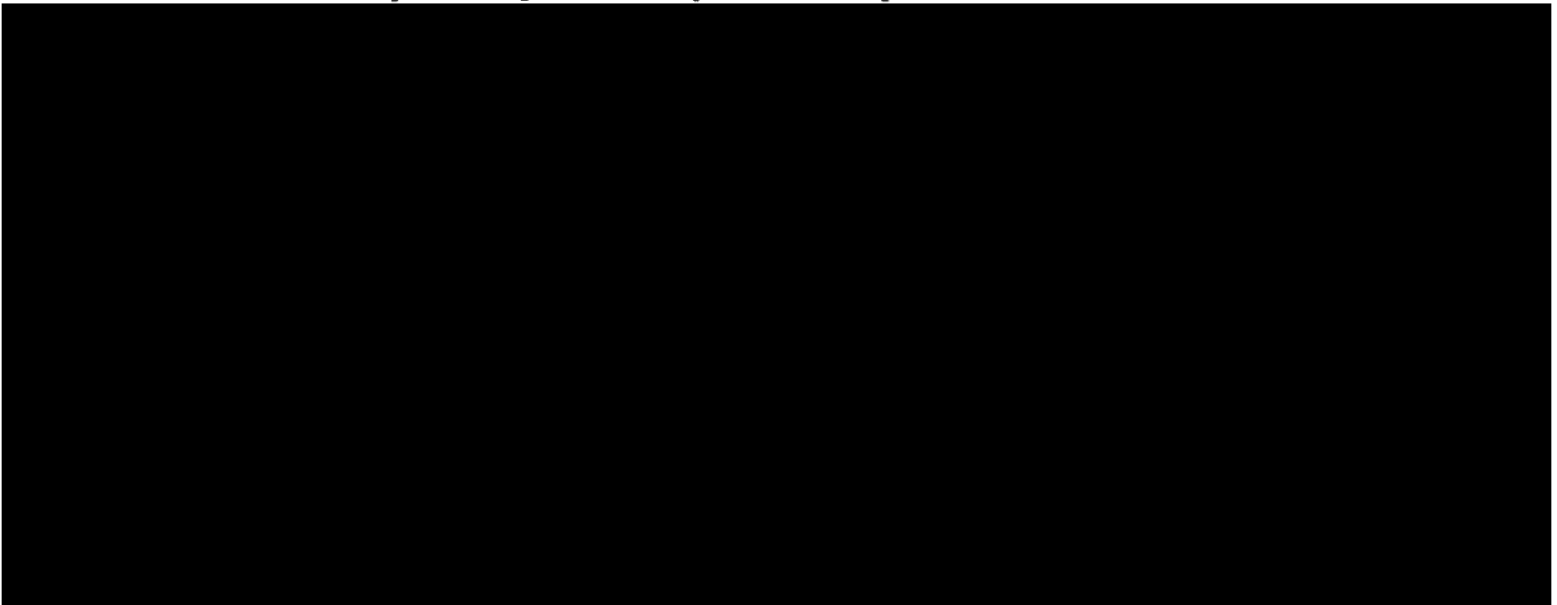
5. Service on graduate/professional student guidance committees:
(List number of students)

	<u>Masters</u>	<u>Doctoral</u>	<u>Professional</u>
Currently enrolled or active	_____	_____	_____
Degrees Awarded - total of career	_____	_____	_____

6. Provide a summary of accomplishments in academic advising (reference Academic Specialist Handbook - Appendix A: Functional Description of Specialist Duties, Advancement in the System and Administrative Responsibilities, section A.5.1.1).

I began advising as a Specialist in the Office of Supportive Services from December 2007- March 2014. My advising cohort consisted of students admitted through the College Achievement Admissions Program (CAAP). The students were also a part of the TRIO program which served low-income, first generation and students with disabilities. From April 2014 to present I have advised Biological and Physical Science-Interdepartmental students for the CNS and Lyman Briggs. I am responsible for conferring the students degrees for graduation. I advise pre-professional and human biology students at AOP. I have assisted with advising ESSA students during the summer. I have also advised all levels of undergraduate students on academic probation with the Success Training for Academic Recovery (STAR) program. Students in the STAR program have various majors in CNS, therefore I often advise and collaborate with CNS major advisors in course planning for students on probation. I also consistently collaborate with the lead STAR advisors in the five colleges-CSS, CAL, COE, JMC and the RCAH. I consistently refer students to campus resources such as: Career Services, LRC, RCPD, CSLCE, Counseling Center, etc. I have presented and attended at MSU, regional and national workshops and conferences. I have assisted with the new advisor training and hold a supervisor administrative responsibility.

7. Evaluation of academic advising by unit administrator. Include advising, recruitment and retention of students; evidence of a leadership role in the advising profession; evidence of commitment to and effectiveness in promoting diversity and intellectual honesty; summary of evidence of recognition by students, peers, faculty and others within and outside MSU.



8. Record of teaching activities for the past three years*:

[illegible]

9. Provide a summary of accomplishments in teaching (reference Academic Specialist Handbook - Appendix A: Functional Description of Specialist Duties, Advancement in the System and Administrative Responsibilities, section A.5.1.2).

I instructed the CAAP Seminar: Success Strategies in Higher Education. This course assisted students with the acclimation to the university including the understanding of academic integrity. Student attendance was required for a successful mastery of the course objectives. Mastery of the material was examined with readings, written work, class participation, projects and group work. The subject matter was critical for the success of the students at the university level and professionally. I often felt that this seminar represented one of the most diverse classroom experiences that the students would be exposed to on the MSU campus. I made sure to set the tone at the beginning of each course so that we had a safe and inclusive environment. I reviewed course material regularly and was always available to meet with students. I enrolled (Fall 2012) and completed (Summer 2013) the Teaching and Learning in Postsecondary Education Certificate through the College of Education to enhance my teaching skills.

I also served on the ASUS committee for the Advisor Goodness Criteria Workshop where we examined the current policies and made recommendations to the Associate Provost of Undergraduate Education and Dean of Undergraduate Studies.

* In determining the "past three years" the candidate may elect to exclude any terms during which s/he was on leave.

Name _____

MSU-SPONSORED NON-CREDIT INSTRUCTIONAL ACTIVITIES/SCHOLARLY PRESENTATIONS

10. Record of MSU-sponsored non-credit instructional activities for the past three years*:

Year	Type of Presentation (workshop, seminar, etc.)	# of Sessions per Year	Target Audience	# of Participants	Type of Participation (Instruct/present, instruct/present as part of team, evaluate, demonstrate, etc.)
2015	LCC Adm Visit	1	Transfer Students	30	Present
2015	NSSC Summit	1	Faculty/Staff	200	Present as part of team
2015	MAGIC	2	Incoming Fr	120	Present as part of team
2015	MAGIC-CAMP	1	Incoming Fr	60	Present
2015	NACADA	1	Advisor	100	Present as part of team
2015	Workshop	1	New Advisors	30	Facilitate
2015	Workshop	8	Latina Students	10	Present as part of team
2015	DDLf Admin Visit	1	Incoming FR	30	Present
2015	Preprof Advisors	1	Stu Employees	4	Present
2014	SpartaNature	1	Freshmen	55	Instruct/present
2014	Workshop	4	Latina Students	10	Present as part of team
2013	Workshop	1	TRIO SSS Stu	70	Present
2016	Workshop	8	Latina Students	10	Present as part of team
2016	AUA	1	Advisors	60	Present as part of team
2016	DiversityWorkshop	1	Advisors	20	Present as part of team
2016	Workshop	1	Advisors	70	Present as part of team

11. Provide summary of accomplishments in instructional activities.

I am given a diverse opportunity to speak to incoming and current students as well as faculty and staff about the educational opportunities at MSU and the College of Natural Science. By forming campus relationships I have been invited to speak to new and prospective students by different departments such as the Office of Admissions and the Office of Cultural and Academic Transitions. I have also had the opportunity to present at local and national conferences about the work I do in CNS with probation students.

* In determining the "past three years" the candidate may elect to exclude any terms during which s/he was on leave.

Name _____

12. Evaluation of contributions to teaching and instructional activities by unit administrator. Include effectiveness of teaching; presentation of information; innovation and leadership in teaching/learning methods; evidence of promoting an appropriate climate of diversity and intellectual honesty in instructional settings; summary of evidence of recognition from students, peers, faculty, and others within and outside MSU.
- 

Name _____

CURRICULUM DEVELOPMENT

13. List significant contributions to planning and development of curricula, academic programs and courses (reference Academic Specialist Handbook - Appendix A: Functional Description of Specialist Duties, Advancement in the System and Administrative Responsibilities, section A.5.1.3).

N/A

14. Evaluation of curriculum planning and development by unit administrator. Include professional contributions and evidence of leadership; commitment to and effectiveness in promoting diversity and intellectual honesty; summary of evidence of recognition of peers, faculty and others within and outside MSU.

N/A

Name _____

PUBLICATIONS

15. List materials authored or co-authored in support of MSU advising, MSU credit or non-credit courses, or for use in MSU service/outreach activities. The list should be chronological order by category with the most recent work listed first. Include author(s), title, date, and target audience or course.

MSU ADVISING:

- ., 2016, Working with Diverse Populations
- D., Preprofessional Peer Advising Training-University Policies ppt., 2015
 - , Degree Completion Plan Form
 - , Student Success Report
 - , STAR Program Agreement
 - , Referral Sheet
 - , MSU Student Support Resources
- D., 2014, AOP Guidelines for CAAP Students

16. List research publications, papers, and other creative works under headings of (1) Books; (2) Book Chapters; (3) Bulletins or Monographs; (4) Articles (**for multi-authored articles, indicate how the primary or lead author can be identified**); (5) Reviews; (6) Papers read/published in conference proceedings; (7) Invited papers; (8) Artistic endeavors (exhibits, showings, scores, performances, recordings, etc.); (9) Other scholarly and creative works and activities (video production, etc.). The list should be in chronological order by category with the most recent work listed first; asterisk monographs and articles which received peer review.

N/A

Name _____

GRANTS

17. List grant and/or contract proposals authored/co-authored in last six years.* Each proposal should consist of a 2-line entry as described below. For Amount Funded, if the proposal has not been funded, type "pending" or "rejected" as appropriate.

Line 1: Title of the proposal

Line 2: Name of granting or contracting agency, date submitted, amount funded, principal/co-investigators (if not the candidate).

N/A

RESEARCH

18. List significant contributions to research (reference Academic Specialist Handbook - Appendix A: Functional Description of Specialist Duties, Advancement in the System and Administrative Responsibilities, section A.5.2).

I am the secondary investigator on a research study titled: Evaluation of the S.T.A.R. Program for Students on Academic Probation. I administer consent forms, meet with participants, and collect, analyze and interpret data. We have presented our data at the MSU Data Summit, All University Advisors (AUA) Training, Michigan Student Success Conference and the NACADA Annual Conference.

* The candidate may elect to extend the 6-year period by a length of time equal to the length of any leaves taken during the past 6 years and make a notation to this effect.

Name _____

19. Evaluation by unit administrator of the contributions to research. Include research techniques; support of others in research endeavors; advancement of knowledge, public benefit, economic development; promotion of appropriate climate for creativity, diversity and intellectual honesty in the research setting; summary of evidence of recognition of peers, faculty and others within and outside MSU.
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PUBLIC SERVICE/OUTREACH

20. List significant contributions in the area of public service/outreach (reference Academic Specialist Handbook - Appendix A: Functional Description of Specialist Duties, Advancement in the System and Administrative Responsibilities, section A.5.3).

2015, NSSC/Spartan Success Scholars: Volunteer caller for research.

2014-present-Mentor for the Latino Student Mentoring Program

2014-present, Mujer a Mujer: Co-founded and establish a support system for Latina's on MSU's campus by holding bi-weekly workshops throughout the academic year. Continued development, monitoring and evaluation of program.

2014-present, Delta Tau Lambda Sorority, Inc.: RSO Advisor.

2014, PRR 410-International Engagement in Mexico-Merida, Mexico, Migrant Student Services: Support Staff

2013, 2014, 2015, Thanksgiving Dinner for MSU students: Volunteer, plan, fundraise, organize

Name _____

21. Evaluation of public service/outreach activities by unit administrator. Include delivery of educational and technical information, expertise and services to individuals, business, industry, government, educational institutions or other organizations such as galleries, museums, libraries; evidence of leadership; promotion of an appropriate climate for diversity and intellectual honesty in service/outreach settings; a summary of evidence of recognition by clients, peers, faculty and others within and outside MSU.
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ADMINISTRATIVE ACTIVITIES

22. List significant contributions in the area of administration (reference Academic Specialist Handbook - Appendix A: Functional Description of Specialist Duties, Advancement in the System and Administrative Responsibilities, section A.6).

Supervise one full-time, 9-month Specialist.

Coordinate Student Success efforts for the College of Natural Science including: STAR and Mapworks.

Natural Science Scholarship Review

Collaboration with the Higher, Adult, and Lifelong Education Program on the Office Consultation Project.

23. Evaluation of administrative activities by department chairperson/school director.
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Name _____

COMMITTEE SERVICE

24. Indicate significant committee service and contributions under the following headings:
 1) Unit/department, 2) College, 3) University and 4) National/International.

Unit/Department:

CNS Assistant Director of Advising Interview Committee
 STEM Alliance
 OSS FOCUS Conference Committee
 Upward Bound Interview Committee for Residence Hall Positions

College:

DOW Advisor Interview Committee
 CNS Council on Diversity and Community Committee
 Brody Student Success Team
 South Student Success Team
 Off-Campus Student Success Team
 EAB-Workflow Development
 EAB-Training and Development Implementation

University:

Associate Director of the Neighborhood Student Success Initiative Interview Committee
 César E. Chávez Commemorative Celebration Planning Committee
 Día de la Mujer Conference Committee
 Sub-committee: Workshops
 Intercultural Pillar 2.0

25. Participation in professional associations/organizations/committees/societies.

<u>Name of Society/ Organization</u>	<u>Office & Committee Assignments</u>	<u>Meetings Attended (Year)</u>	<u>Check if on Program</u>
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Michigan Academic Advising Association (MIACADA), 2013, 2014, 2015, 2016.

National Academic Advising Association (NACADA), 2013, 2014, 2015, 2016.

Michigan College Access Programs and Personal (MI-CAPP), 2013, 2014.

Mid-America Association of Educational Opportunity Program Personnel (MAEOPP), 2013, 2014.

Name _____

26. List other professional development activities including attendance at conferences, workshops and seminars, enrollment in a degree granting program, etc.

MSU Office of Faculty and Organizational Development Workshops
MSU All University Advisors Workshops
Active Shooter Training
NACADA Annual Conference
MIACADA Annual Conference
Teaching and Learning in Postsecondary Education Certificate
STEM Teaching Essentials Workshops
STEM Alliance
Youth and Adult Mental Health First Aid Trainings
Women in STEM Conference
Project 60/50 Fruitvale Station
T-Summit 2015 Pre-Conference
Dia de la Mujer Conference
Neighborhood Data Summits
HALE Ph.D.-admitted FS 16

27. List awards and/or honors received.

Advisor Appreciation Luncheon-Certificate of Appreciation In Recognition of 5+ Years, 2015.

Dia De La Mujer Madrina Award: The Office of Cultural and Academic Transitions- 2015, 2014.

Community Leadership Award: 3rd Annual Michigan State University Cesar E. Chavez Commemorative Celebration-March 29, 2013.

28. Summarize any other significant contributions which have not been covered elsewhere.

Commencement-Marshall

29. Attach copies of internal letters of recommendation and letters of external peer review.