

Biomedical Sciences Education Coordinator/Advisor

The Department of Biomedical Sciences (BMS) is seeking to fill the professional, part-time (75% FTE, equivalent to 30 hours/week) position of Education Coordinator/Advisor to assist with graduate and undergraduate degree programs. This position, which reports directly to the Department Head, has the potential to expand into a full-time position and may require occasional nights and/or weekends.

The primary responsibility to the BMS Graduate Program is to assist with administering the one-year Professional Master's Degree (MS-B) Program and assist with departmental event planning. Typical responsibilities include, but may not be limited to:

- Manage the application and admission process: organize applicant files; communicate with applicants regarding application status; serve on the MS-B Admissions Committee and attend committee meetings throughout the spring and summer; create and maintain the MS-B applicant database throughout the selection process; and manage the MS-B applicant pool.
- Serve as a contact person for the MS-B Program: answer inquiries from prospective students; lead information sessions about the program; conduct orientation sessions during the summer; lead workshops for completing graduate school forms during the fall and spring semesters; and perform graduation checks and maintain detailed student files.
- Update and maintain program records including admissions, enrollment, cohort composition, diversity, demographics and career outcomes. Serve as the department repository for this information. Prepare internal and external reports.
- Coordinate MS-B comprehensive finals: organize, administer, proctor, coordinate grades with instructors and arrange retakes.
- Assist with organizing departmental events including the annual research retreat, spring graduation reception and cookout.
- Assist with maintaining and updating the website and recruiting literature.
- Attend recruiting events.
- Develop marketing and outreach strategies. Establish relationships with professional schools and regional universities and conduct off-campus information sessions at regional colleges and universities.
- Build alumni relations by establishing a social media presence and partnering with the College Development Office to create a better system for connecting with alumni.
- Conduct market research on competitive programs and how the MS-B Program compares.

The primary responsibility to the BMS Undergraduate Program is to assist with advising duties related to the undergraduate major/minor. Typical responsibilities include, but may not be limited to:

- Advise BMS undergraduate major/minor students regarding curriculum matters, course offerings and progress towards degree completion.
- Review four year plans, make referrals to appropriate resources, provide timely communications with students and promote student success.
- Maintain accurate and detailed advising records.
- Participate in University orientation programs including Preview, Next Step and Ram Welcome.

- Assist with maintaining and updating advising publications and undergraduate information both in print and on the web.
- Meet with and advise prospective students and their guests.
- Serve as the faculty advisor for the student club, Biomedical Student Association.
- Assist with special advising projects such as developing and implementing advising workshops, report writing, enhancing the effectiveness of advising and others as appropriate.
- Assist with preparing for graduation ceremonies; may need to attend graduation ceremonies.
- Contribute as a member of the advising team, bringing new and innovative ideas to the group.

Minimum Qualifications: Bachelor's degree in Counseling, Life Sciences, Psychology, Sociology, Student Affairs or related field and a minimum of 1-2 years of experience coordinating an undergraduate/graduate program or other similar program; experience working independently; disciplined work ethic; excellent communication skills; and ability to synthesize and organize large amounts of information in a cogent, methodical way.

Preferred Qualifications: Master's degree in Counseling, Life Sciences, Psychology, Sociology, Student Affairs or related field and 2 or more years of experience coordinating an undergraduate/graduate program or other similar program; comfortable interacting with a wide variety of people/needs; proficient with computers, Microsoft Office and Oracle HR; experience with or knowledge of the Biomedical Sciences undergraduate/graduate programs; and experience with data entry and detailed documentation.

How to Apply: Apply electronically by sending a cover letter, resume, and the names and contact information of three references to Carol.Dewbre@colostate.edu Review of applications will begin January 10, 2012, but may continue until the position is filled.

Colorado State University does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.