



College of Saint Mary strives to create a safe, inclusive educational environment where every person's worth and dignity is valued and nurtured. Applicants representing diverse backgrounds and experiences are highly encouraged to apply.

## **Student Advisor & Education Specialist**

**Are you a positive, energetic, and caring professional ready to optimize the success of students?** You might be a perfect fit for our Student Advisor & Education Specialist position. This position is anticipated to begin August 2021.

### **Our Ideal Candidates are individuals Who:**

- Are innovative, collaborative, student-centered professionals who want to join excellent faculty dedicated to education and the retention of students in their respective academic areas.
- Have excellent communication and interpersonal skills.
- Desire to serve students from diverse backgrounds.

### **Our Ideal Candidates' Education and Experience:**

- Master's degree in higher education administration, student services, public administration, counseling, education, healthcare, or a related field.

### **This Position Is Responsible For:**

- Providing proactive, comprehensive student support and retention services for their student caseload
- Developing and supervising a student peer mentoring program and supplemental instruction
- Connecting students to wrap-around support services
- Partnering with academic program directors to provide effective programming
- Supporting students in career and graduate school exploration
- Collecting, organizing, and analyzing assessment outcomes and data related to student success

### **Why You Want to Be on This Team:**

- You would be part of a mission-centered team who works together to serve our community and shape the future of our students.
- You would enjoy full-time benefits including health insurance, paid time off, tuition remission programs, 403(b) with employer match, employee wellness time, and more!
- CSM is committed to supporting the work-life balance of its faculty and staff.

### **Application:**

CSM is committed to building a diverse educational environment. During the application process, please be prepared to upload a letter of application, current resume/curriculum vitae, statement of student support philosophy, and current contact information for three professional references.

Please apply using the following link: [Application Student Advisor & Education Specialist](#)

*College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.*