

ANNOUNCEMENT OF PROFESSIONAL VACANCY

**State University of New York
College of Environmental Science and Forestry**
1 Forestry Drive, Syracuse, New York 13210-2778

September 21, 2021

Campus Title: Advisor/Curriculum Assistant/Cranberry Lake Biological Station Assistant Director

Budget Title: Senior Staff Assistant

Unit: Environmental Biology

Professional Rank: SL-3

Founded in 1911, the State University of New York College of Environmental Science and Forestry (ESF) is the nation's oldest and most respected school dedicated to the study of the environment, developing renewable technologies and building a sustainable future. The ESF main campus is in Syracuse, NY and has regional campuses throughout Central New York and the Adirondack Park. ESF consistently earns high rankings in US News and World Report, Forbes, Peterson's Guide, The Washington Monthly, Princeton Review and other national college guidebooks.

Brief Description of Duties:

The College of Environmental Science and Forestry (ESF) in Syracuse, NY seeks an Advisor/Curriculum Assistant/Cranberry Lake Biological Station Assistant Director.

Primary Responsibilities include but are not limited to:

1. Advising

- Advise freshmen across six majors and one professional (pre-health, veterinary and medical) track in degree completion requirements and procedures, course selection, registration, early career planning, and appropriate academic and personal support resources on campus
- Work with Registrar to develop first semester schedules for incoming freshmen and transfer students
- Identify students' need for administrative services (e.g., Disabilities Services, Financial Aid, Registrar, Academic Success, Student Affairs, etc.) and make appropriate referrals
- Counsel and advise students in specific curriculum decisions including choice and scheduling of courses; selection and change of majors and minors; proper planning and placement of transfer and study-abroad credits toward degree requirements; providing referrals to specific departments, schools or colleges, as appropriate
- Advise students on appropriate coursework for professional certifications (e.g., American Fisheries Society, Ecological Society of America, The Wildlife Society)
- Advise students on opportunities and limitations to coursework at neighboring Syracuse University
- Manage faculty advising assignments for upper-division students and facilitate transition to a faculty mentor/advisor in the sophomore year

2. Administration/Interactions

- Serve on the Curriculum and Course Assessment Committee; work with Curriculum Director and EB major coordinators to review and set departmental academic policies; assist faculty in development of new courses/curricula, and changes to existing courses/curricula, including the formulation of learning objectives for departmental courses and the integration of course objectives within and among majors
- Serve as departmental representative to campus-wide Academic Standards Subcommittee and advise students who are placed on probation or academic suspension
- Cultivate a professional knowledge of SUNY-wide, and college- and departmental-level academic policies, procedures and curriculum requirements
- Help coordinate the Freshman Orientation Seminars (EFB/BTC132)
- Understand, interpret, and provide rationale for ESF academic policies and procedures to students, parents, faculty, and staff
- Attend and help coordinate Admissions recruitment events (e.g., accepted student receptions, open houses) and other recruitment and retention activities
- Must be able to work flexible hours, including evenings and weekends
- Develop a working knowledge of relationship between ESF and Syracuse University
- Work with EB Office Assistant to update the academic content of the Undergraduate Handbook, and the College and Departmental webpages
- Serve as Assistant Director & Office Coordinator for Cranberry Lake Biological Station (CLBS)
 - Work with CLBS Director to develop annual budget and keep up with revenue/expenses, purchasing, equipment, and station needs for summer session
 - Work with CLBS Director and Academic Program Coordinator (APC) to organize and carry out 10 to 12-week summer session
 - Organize and manage registration for Spring CLBS information session and registration
 - Spend summers at CLBS facilitating program
 - Lead logistics of station opening in the spring
 - Supervise work study students; liaise with dining services and physical plant; manage boat schedule and housing for faculty, staff, and students
 - Update CLBS handbooks and policies and procedures as needed
 - Liaise with faculty and works with APC to manage logistics of academic program needs, e.g., classroom assignments, handouts, surveys
 - Cooperate closely with CLBS Director and College Development and Alumni offices to support long term funding and sustainability efforts
 - Maintain records of CPR/AED/First Aid/boater safety certifications
 - Ensure compliance with applicable federal, state, local laws, regulations, policies & procedures related to collections and vertebrate animal welfare. Prepare documentation as required

3. Evaluation and Program Assessment

- Provide Department Chair with student data each semester including, but not limited to: number of declared majors/minors, number of intake appointments, student feedback results, and other related student success data
- Assist the Curriculum Coordinator and faculty in the department's six majors in periodic program assessments in association with accreditation reviews
- Review student feedback regarding satisfaction of advising services
- Gather quantitative and anecdotal data from Cranberry Lake courses to be used for program assessment

Minimum Education/Experience:

- Bachelor's degree similar to those offered in Environmental Biology
- Two years of experience or a combination of graduate degree/coursework and experience
- Excellent interpersonal, written, and oral communication skills

- Detail-oriented, tech-savvy, and excellent program planning and project management skills
- Outstanding organizational skills with an ability to handle multiple projects simultaneously while maintaining timely and effective student service and high levels of attention to detail
- Strong sense of collegiality and ability to establish and maintain productive personal relationships
- Ability to relate to, and respectfully interact with, people from a wide range of abilities, educational backgrounds, age groups, and socio-economic levels
- High degree of integrity and ability to maintain confidentiality and department- and college-wide academic standards and expectations
- Proficiency with MS Office Suite and other applicable computer applications

Preferred Qualifications:

- Master’s Degree or professional experience in higher education administration with coursework/experience in evidence-based decision making, communication, ethics, policy making, budgeting or financial development
- CPR/AED/First Aid/Wilderness First Responder training, Boating Safety certificate
- Experience with logistics and management of a field station
- Supervisory experience

The Department, College, and broader Community: The successful candidate will join the Department of Environmental Biology (www.esf.edu/efb/), which is also home to the Center for Native Peoples and the Environment (www.esf.edu/nativepeoples/), the American Chestnut Research and Restoration Program (<https://www.esf.edu/chestnut/>), and the historic Roosevelt Wild Life Station (www.esf.edu/rwls/). We seek to recruit and retain a diverse workforce to sustain program excellence and offer varied disciplines, perspectives, and ways of knowing. The Department hosts the oldest, and today one of the largest, combined programs in Fisheries, Wildlife Science, and Conservation Biology in the nation. We are also home to [Cranberry Lake Biological Station](#), located in the Adirondacks, surrounded by wild forest and wilderness lands, and accessible only by boat. Field courses at CLBS include a three week course in Ecological Monitoring and Biological Assessment required by five of our majors as well as an assortment of elective field classes.

ESF is a specialized PhD-granting college within the 64-campus SUNY system, and is a Carnegie R2 “High Research Activity” Institution that consistently earns high rankings in US News and World Report, Forbes, Princeton Review, and other national college guidebooks. With a total enrollment of about 2,200 undergraduates and 400 graduate students, ESF provides an intimate small-college atmosphere while its immediate proximity to Syracuse University and Upstate Medical University fosters a vibrant, diverse, large-university setting. ESF’s more than 25,000 acres of forest properties, both close to Syracuse and across the Adirondack Park, provide numerous opportunities for experiential coursework and research.

Located on the eastern edge of the Finger Lakes region, Syracuse is a small city in a rural region offering a diversity of natural and cultural amenities, a low cost of living, and a high quality of life – ranking among the top 10 percent of “Best Places to Live” in “The Places Rated Almanac.” Syracuse is situated with easy access to New York City, the Adirondack Park, and many other points of interest in the eastern United States and Canada.

Starting Salary: Lower \$50K

Application Procedure: Applications should include: 1) a cover letter summarizing interest and qualifications, 2) resume, 3) names and contact information for three references. These documents should be compiled as a single pdf document (not exceeding 10 MB) and submitted via the Human Resources online portal (<http://www.esf.edu/hr/>, see Current Openings). Questions about this position can be directed to Kim Schulz Search Committee Chair, at kschulz@esf.edu. Questions about the application process and document submission should be directed to humanresources@esf.edu.

Internal Procedure: (Only for UUP positions)UUP-represented employees of SUNY-ESF desiring consideration under the Advanced Internal Application Procedures should submit application materials by **October 6, 2021** and contact Amy McLaughlin, Associate Director of Human Resources to request early consideration.

Application Deadline: To ensure optimal consideration, all application materials must be received by **October 20, 2021**, although this position will remain open until filled.

Additional Information: Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” institutions of higher education are required to prepare an annual report containing information on campus security policies and campus statistics. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by SUNY-ESF; and on property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a printed copy of this report by contacting SUNY-ESF University Police at 315-470-6667 or by accessing the following web site:

<http://www.esf.edu/univpolice/crimereports/>

SUNY-ESF is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.

SUNY ESF is a Smoke and Tobacco Free campus and is dedicated to providing a healthy and safe environment for the entire campus. For more information you can visit our Tobacco and Smoke Free Policy at <https://www.esf.edu/au/documents/ESF%20Tobacco%20Free.pdf>