

Job no: 993142

Work type: Faculty/Academic Staff

Major Administrative Unit / College: College Of Agriculture And Nat Resources

Department: Forestry 10002360

Sub Area: FAS- Fac./Acad Staff

Salary: Salary Commensurate with Experience

Location: East Lansing

Categories: Advising/Counseling, Fixed Term Academic Staff, Full Time (90-100%), Non-Union, Remote-Friendly

Position Summary

Position description: The Department of Forestry at Michigan State University (MSU) is seeking a full-time (12- month, fixed term) Academic Specialist to oversee undergraduate programs. The position start date is anticipated to be 1 January 2025. Reporting to the Department Chairperson, the undergraduate academic advisor will be responsible for recruiting students to the major and minors; advising students on their academic program and progress; coordinating the professional internship program; providing career advice, professional development opportunities and assistance in job placement; participation in the development and implementation of activities and projects supporting student success; and contributing to the innovative development of undergraduate programs and experiences, supported through securing external grants. In addition, the advisor will administer the undergraduate program including assisting students with course substitutions, waivers and transfers and degree clearance; managing course enrollment; participating in New Student Orientation; and coordinating the scholarship application and award process. The advisor will represent the Department as liaison to the Honors College and the College of Agriculture and Natural Resources Office of Academic and Student Affairs and act as the advisor to the MSU Forestry Club and the Student Chapter of the Society of American Foresters. The position also includes teaching responsibilities, as needed to meet Department learning outcomes and aligned with the advisor's expertise.

The Department of Forestry is a vibrant, growing, internationally recognized unit committed to interdisciplinary education, research and extension to understand and resolve environmental and natural resource issues. Established in 1902, MSU's Department of Forestry was among the first undergraduate forestry programs in the U.S. and continues to innovate and lead in education, research and extension.

Michigan State University has a strong plant science focus (160+ faculty) of international stature, including relevant interdepartmental centers and programs (e.g., Plant Resilience Institute; Ecology, Evolution and Behavior Program; Environmental Science and Policy Program).

Location: MSU strives to provide a flexible work environment and this position has been designated as remote-friendly. Remote-friendly means some or all of the duties can be performed remotely as mutually agreed upon. We anticipate the successful candidate will commit to at least three days per week on campus. The position will be based at Michigan State University in East Lansing, MI, USA. MSU is one of the top research universities in the world and home to nationally ranked and recognized academic, residential college and service-learning programs. MSU is a diverse community of dedicated students, scholars, athletes, artists and scientists who provide regional, national and international leadership in basic and applied research and excellence in teaching. In addition, consistent with its Land Grant origins, the MSU community pursues international engagement and provides strong extension programs that partner with diverse stakeholders to provide much needed research in the areas of food, energy, water and the environment. MSU enjoys a park-like campus with outlying research facilities and natural areas. The campus is located

in the city of East Lansing, adjacent to the capital city of Lansing. The Lansing metropolitan area has a diverse population of >500,000. Local communities have excellent school systems and place a high value on education. The University is proactive about its obligations under the ADA and provides individual accessibility plans to students and employees with disabilities. Michigan State University is also proactive in exploring opportunities for employment for dual career families, both inside and outside the University, and respects all family forms. Information about MSU's dual career support and other types of support for balancing work and personal lives at MSU can be found at <http://worklife.msu.edu/>

Commitment to Creating a Sense of Belonging: Michigan State University occupies the ancestral, traditional and contemporary Lands of the Anishinaabeg – Three Fires Confederacy of Ojibwe, Odawa and Potawatomi people. The University resides on Land ceded in the 1819 Treaty of Saginaw.

The College of Agriculture and Natural Resources at Michigan State University is committed to achieving excellence by creating and sustaining an accessible and inclusive culture that values cultural and academic diversity. We are an equal opportunity / affirmative action employer. The CANR is particularly interested in candidates of all backgrounds who are committed to the principle that academic excellence is achieved through open access and proactive inclusion. Candidates are invited to view the Department of Forestry's community norms at <https://www.canr.msu.edu/for/dei/community-norms>.

Salary and Benefits: Salary will be commensurate with qualifications. MSU offers a generous benefits package (details at <https://hr.msu.edu/benefits/index.html>).

Questions regarding this position can be addressed to the Search Committee Chair: Dr. David MacFarlane, Department of Forestry, Michigan State University, East Lansing, MI 48824, USA, macfar24@msu.edu.

Equal Employment Opportunity Statement

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship, age, disability or protected veteran status.

Required Degree

Masters -Academic Advising, Education, Leadership and Natural Resources, broadly defined

Desired Degree

Doctorate -A natural resources field

Minimum Requirements

Required qualifications: The successful candidate will have a combination of educational background and professional experience in 1) academic advising, education or leadership, and 2) natural resources, broadly defined. The minimum requirement is a Master's degree. We seek an enthusiastic academic advisor, dedicated to fostering the success of our undergraduates, growing our dynamic and intellectually rigorous undergraduate program and using their knowledge of Natural

Resources career options and professional networks to help place students in exciting internships and lifelong careers.

Desired Qualifications

An earned Ph.D. in a natural resources field is preferred.

Required Application Materials

For consideration, upload the following required documents: a) letter of interest that includes qualifications for the position; b) current curriculum vitae; c) a description of how you will contribute to our diversity, equity and inclusion goals (2-page maximum) and d) contact information for three professional references.

Special Instructions

Incomplete applications will not be considered.

Review of Applications Begins On

10/28/2024

Remote Work Statement

MSU strives to provide a flexible work environment and this position has been designated as remote-friendly. Remote-friendly means some or all of the duties can be performed remotely as mutually agreed upon.

Website

<https://www.canr.msu.edu/for/>

Department Statement

At MSU Forestry, our mission is to generate and translate knowledge of trees, forests and associated natural and human systems to advance sustainable solutions for people and ecosystems. We create the future of sustainable forestry through innovative research, learning and outreach. We agree with and support University initiatives that are designed to create a welcoming, safe and inclusive collegiate community. We value the uniqueness that every person adds. Faculty and staff are committed to fostering open dialogue and supportive communication. MSU is an affirmative action, equal opportunity employer, committed to achieving excellence through a diverse workforce and an inclusive culture that encourages all people to reach their full potential. We actively encourage applications from, and nominations of, women, persons of color, veterans, persons with disabilities and other individuals who can contribute to the intellectual diversity and cultural richness at Michigan State University. MSU is committed to providing a work environment that supports employees work and personal life and offers employment assistance to the spouse or partner of candidates for faculty and academic staff positions.

MSU Statement

Michigan State University has been advancing the common good with uncommon will for more than 160 years. One of the top research universities in the world, MSU pushes the boundaries of discovery and forges enduring partnerships to solve the most pressing global challenges while providing life-changing opportunities to a diverse and inclusive academic community through more than 200 programs of study in 17 degree-granting colleges.

Advertised: Sep 27, 2024 Eastern Daylight Time

Applications close: Sep 27, 2026 Eastern Daylight Time