

Academic Advisor

Review of applications begins 2 September 2014

Position to begin immediately upon availability

The nationally recognized Landscape Architecture and Regional and Community Planning Department (LARCP) in the College of Architecture, Planning and Design (APDesign) at Kansas State University seeks a passionate and pragmatic individual to lead departmental student services. The Academic Advisor supports the mission of each academic program through advising student recruitment and development for three academic programs. The Academic Advisor reports to the Department Head, works closely with the APDesign Director of Academic Services and coordinates with the academic advisors in two other departments.

The Department

The faculty and students of the LARCP Department value rigorous scholarship, creative inquiry, environmental stewardship and community engagement in the planning, design and management of human settlement. The Department's Master of Landscape Architecture and Master of Regional & Community Planning programs are recognized for their strong preparation of students for professional practice. The Master of Science in Community Development is an innovative online program with worldwide enrollment. Additional information may be found online at www.k-state.edu (university), <http://apdesign.k-state.edu/> (college), <http://apdesign.k-state.edu/larcp/> (department), www.manhattan.org (our community).

Duties and Responsibilities*Student Services*

- Serves as the initial point of contact for all potential students.
- Serves as the primary guide for students from recruitment to graduation: providing academic advising to both prospective and enrolled students; assisting students in understanding and completing degree requirements and completion of appropriate coursework; and, advising students on institutional policies and procedures.
- Assists students who are having academic or personal difficulties, including connecting them with appropriate community and campus resources.

Communications and Administration

- Meets individually with and conducts information sessions or workshops for groups of potential and current students and makes presentations.
- Maintains student records and prepares reports for accrediting agencies and institutional units.
- Creates online and print information and materials for potential and current students with the department Project Coordinator.

Team Member

- Serves as an advocate for LARCP students.
- Serves as a resource for faculty and works closely with them.
- Serves as a liaison to college and university advising and instructional divisions including the APDesign Dean's office student academic services, Graduate School, Global Campus and Great Plains IDEA, and communicates any changes or issues affecting students, faculty and staff and incorporates them into department procedures.
- Serves on department, college and university committees; leads, as appropriate.
- Assists in other areas when needed and is an engaged member of the department support staff team.
- Participates in professional development and lifelong learning activities contributing to the advising profession and the department.

Qualifications

Required

Applicants must hold a bachelor's degree.

Preferred

- A master's degree or certificate in a field related to advising, student affairs, planning or design.
- Demonstrated teaching and/or advising experience.
- Demonstrated proactive engagement in student affairs.

The successful candidate will be self-motivated and demonstrate:

- Excellent organizational skills and the ability to make independent decisions, multi-task, prioritize and meet deadlines and work with attention to detail and minimal supervision.
- Enthusiasm for a constantly evolving work environment and aptitude for learning new skills.
- Ability to develop and sustain collegial and professional working relationships with diverse groups of individuals and strong interpersonal and teamwork skills.
- Proficiency with Microsoft Office software and capacity to work with institutional systems.
- Ability to use sound judgment under pressure.
- Enthusiasm for and commitment to student development in rigorous and creative academic programs.

Application

Applicants should submit the following materials – in a single PDF file – via email to lrcpdept@ksu.edu:

Letter of interest addressing your personal advising philosophy and the information in this position description

Resume

Names of three references (including title, address, telephone number, and e-mail address).

Your letter of interest should be addressed to:

Stephanie Rolley, FASLA, AICP

Department of Landscape Architecture and Regional & Community Planning

College of Architecture, Planning & Design, Kansas State University

PH: 785.532.5961 | lrcpdept@ksu.edu

Kansas State University is an EOE of individuals with disabilities and protected veterans. Background check required. Kansas State University actively seeks diversity among its employees.

Why Kansas State University?

K-State is located in Manhattan, Kansas, near the Kansas River in the beautiful Flint Hills (featured in National Geographic in (<http://ngm.nationalgeographic.com/2007/04/tallgrass-prairie/klinkenborg-text>)). The nearby Konza Prairie (<http://kpbs.konza.ksu.edu/>) is one of the largest remaining contiguous tallgrass prairie landscapes in the United States, which provides opportunities for students and faculty to study a rare and protected landscape. The regional location provides exposure to a variety of experiences, including access to the metropolitan areas of Kansas City, Wichita, and Topeka. The Kansas City Design Center facilitates student and faculty engagement in urban design and planning projects. The College of Architecture, Planning and Design at K-State is unique in offering first professional Master's degrees to entering freshmen and post-baccalaureate students across all design disciplines housed in the college. In LARCP, entering freshmen, or non-baccalaureate students, engage in a five year curriculum leading to either a first professional Master's of Landscape Architecture, or first professional Master's of Regional and Community Planning. Non-baccalaureate students in these programs apply to the Graduate School after the third year in the curriculum.

For students who have earned a Bachelor's degree, LARCP offers post-baccalaureate Master's two to three year curriculums in Landscape Architecture and Regional & Community Planning depending on prior educational background. In addition LARCP offers the online and inter-institutional Master of Science in Community Development degree, and the college offers the interdisciplinary Ph.D. in Environmental Design and Planning with emphasis in design, planning, sustainability, and place making. The Ph.D. program is supported by faculty from the departments of Landscape Architecture and Regional & Community Planning, Architecture, and Interior Architecture & Product Design.

The 21 members of the LARCP faculty are diverse, caring, and dedicated with a wide range of expertise and backgrounds in academic and professional practice. The students and faculty benefit from the multi-disciplinary composition of the Department and College which provides many opportunities for collaborative teaching and scholarship.

Each graduate student is provided with individual work space and a computer connection to the College Network and Internet. Core coursework is supported with a parallel technology module sequence that teaches advanced applications of relevant industry-standard software. Also located in Seaton Hall, the Paul Weigel Library of Architecture, Planning and Design is an excellent teaching and scholarship resource, and the main University library, Hale Library, is located nearby.

Why Manhattan, Kansas?

Manhattan, Kansas is a college-town that is family friendly, has a growing diverse population in the region, and is home to welcoming, civic-minded residents. We enjoy excellent schools, a dynamic parks-and-recreation system, and many cultural activities—including a vibrant farmer's market, burgeoning arts and music scene, and numerous community events and festivities. With a population of more than fifty-thousand residents, our town is large enough to find everything you need, yet small enough to have a comfortable community feeling. Our traditional bungalow-style, tree-covered neighborhoods are on the historic downtown street grid, while other neighborhoods meander into the surrounding landscape. With direct jet service from Manhattan to both Chicago and Dallas-Fort Worth we are connected to the world. Manhattan was recently rated by Forbes as the nation's best small city for careers (www.forbes.com/best-places-for-business/list/small). Manhattan is one of America's best kept secrets.