

# NOTICE OF VACANCY

## Position Title: Advisement & Engagement Specialist

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**SALARY:** \$46,000.00

**REPORTS TO:** Program Director - Student Support Services

**BENEFITS:** Institutional fringe package includes health, dental, & vision coverage, life insurance, FSA, and retirement plans; paid annual and sick leave.

**POSITION DETAILS:** Grant funded- 12 months; Full-time; FLSA Exempt

**HOURS:** Monday-Friday; 8:00 AM to 5:00 PM; Flexibility outside of normal work hours may be required (if needed)

**START DATE:** On or before December 1, 2025

**SUPERVISORY DUTIES:** N/A

**POSITION SUMMARY:** The Specialist is a full-time, 12-month professional staff position reporting directly to the Program Director – Student Support Services (SSS). This position plays a key role in supporting academic success, retention, and graduation of program participants by providing individualized guidance, advisement, and ongoing support. The Specialist will work collaboratively with students, faculty, and staff across the university to ensure that participants receive appropriate assessment, academic advisement, and targeted interventions. Regular one-on-one meetings with students will be conducted to monitor academic progress, identify barriers to success, and connect participants with additional campus and community resources such as counseling, mental health services, or accommodations assistance.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

- Work with the Assessment office to refer program participants as appropriate
- Assist the Director in identifying and selecting participants
- Work with Admissions, Registrar and Financial Aid to identify and recruit program participants
- Develop and implement activities for participants including special programs for their orientation, Welcome Week, workshops and seminars
- Coordinate academic plans, financial plans, accommodations, and academic interventions for program participants
- Work closely with faculty members to implement intervention strategies for program participants
- Serve as an academic advisor to participants

- Collaborate with the Director, IR and other appropriate administrative personnel to implement procedures for monitoring program participants for retention fall to fall, academic success (C or better), graduation rates, and graduate or professional school enrollment
- Prepare accurate and timely reports for the Director in accordance with USDE requirements
- Other duties associated with position

**QUALIFICATIONS, EDUCATION & EXPERIENCE:**

- Master's degree in education, social work, special education, or related field preferred, bachelor's required
- Experience with case management principles and practice preferred
- 2 years of experience working directly with students in a higher education setting preferred; combination of training and experience is acceptable
- Experience working with student populations the same as or similar to SSS eligible students strongly preferred
- Experience or training in financial aid applications, career/occupational assessments, academic assessments
- Ability to communicate verbally and in writing
- Highly organized
- Ability to work independently and as part of a team
- Knowledge of normal office software applications
- Preference given to applicants with backgrounds identical or similar to that of SSS participants

**PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- Specific vision abilities required by this job include close vision.
- Prolonged periods of sitting at a desk and working on a computer.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually low to moderate.

**TO APPLY:**

Complete the USAO application at ( <https://usao.edu/about/personnel.html> ). When completing the USAO application, please attach a letter of interest, a detailed resume, three (3) professional/academic references, and any necessary transcripts.

**ABOUT USAO:** The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team teaching and will extend throughout the undergraduate experience. To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see [www.usao.edu](http://www.usao.edu).

#### **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided with resources for reporting.