POSITION TITLE: American Language Program Advisor

DEPARTMENT American Language Program (ALP)
University Extended Education

REPORTS TO: Director, The American Language Program

HOURS: Monday through Friday, 40 hours per week. Ability to work a flexible schedule when required, including evening and weekend hours.

STARTING SALARY RANGE: $2,019.23 – 2,192.30/bi-weekly

FLSA STATUS: Exempt

Position Summary:
The ALP Advisor works under the direction of the Director to advise and support students throughout the year (12 months); explain university policies and procedures; help students adjust to life in the U.S.; monitor student experiences and concerns; and follow up as recommended.

Responsibilities:
- Assist students in dealing with socio-emotional and psychological issues encountered when integrating into American academic life.
- Support student academic success.
- Monitor student attendance and follow up with students who have unexcused absences
- Create learning plans with students who receive “alerts” mid-term indicating they are earning a “C” or less in a class
- Track and analyze student records
- Assist students in developing academic plans aligned with their goals
- Explain the meaning and implications of placement, iBT, TOEFL and IELTS scores
- Provide information about ALP program requirements for Open University
- Make recommendations of students who need to be placed on probation due to attendance, behavioral, or academic concerns
- Provide information about campus and community resources including campus organizations and student life opportunities
- Perform other duties as assigned

Education:
Bachelor’s Degree in a related field (eg: psychology, counseling, sociology, communications, international relations, intercultural communications, etc.) required
Master’s degree in a related field preferred
Qualifications:
- Minimum of one year experience advising/counseling in an international student services, intercultural communications, or ESL college or high school program
- Experience living, working, or studying in another country
- Computer literacy: Microsoft Office Suite
- Proficiency in oral and written English
- Excellent understanding of needs of a diverse international student population
- Ability to encourage and empower students to take charge of their learning
- Experience in identifying problems and making referrals to appropriate outside sources
- Success in working independently and as part of a team
- Ability to supervise student mentors

BENEFITS:
Health, dental, vision, life/AD&D, health care flex plan, LTD, vacation, sick leave, holiday, credit union, tuition reimbursement and retirement plan. All benefits will be administered according to policies and/or procedures.

APPLICATION PROCEDURE: To be considered an applicant; you must apply through our online applicant portal found on the following site: http://asc1app.fullerton.edu/Finance/applicant/public/default.aspx

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at ascemployment@fullerton.edu.

CSU Fullerton Auxiliary Services Corporation is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.