UNIVERSITY OF WISCONSIN-SUPERIOR
Position Description
Advisor-Educational Leadership

Working Title: Advisor /Recruiter – Educational Leadership
Hayes Hill Title/Level: Advisor 100% Renewable 12 month Appointment
Position Reports to: Chair of the Educational Leadership Department

Position Summary:
The Advisor/Recruiter for EdL will work collaboratively with other staff and faculty on campus in designing and implementing a recruitment plan to identify potential students for teacher education who are from populations currently under-represented in teaching fields. The Advisor/Recruiter for EdL will be responsible for recruiting, advising, and supporting teacher education candidates, particularly those students who are from diverse backgrounds and/or preparing to meet high-demand teaching areas. Where appropriate the Advisor/Recruiter will recruit for all EdL programs.

Duties and Responsibilities:
1. Identifying potential students for Teacher Education who are from underrepresented populations.
2. Identifying potential students for Teacher Education to meet high-demand teacher education areas.
3. Designing and implementing a recruitment program to matriculate the above mentioned candidates to the UW-Superior Teacher Education Program.
4. Recruiting, advising, and supporting teacher education candidates, focusing particularly on students from diverse backgrounds and those who are preparing to meet high-demand teaching areas.
5. Working collaboratively with TED faculty to implement a program of high quality teacher education for the above-mentioned candidates.
6. Representing the EdL department at various venues.
7. Serving as a liaison by establishing connections with area schools, and collaborating K-12 school personnel.
8. Creating and maintaining positive relationships with diverse population in the region and the state.
9. Other duties as assigned.

Knowledge and Skills Required:
1. Knowledge of student advising and recruitment practices and methods.
2. Knowledge of distance education practices.
3. Skill in effective leadership and teamwork.
4. Skill in operation of modern office machines, equipment and computers and relevant software.
5. Demonstrated ability to work with and/or advise a variety of racial and ethnic groups and underrepresented populations.
6. Ability to communicate effectively, both orally and in writing.
7. Ability to interact effectively with faculty, staff, students, and potential students and their families.
8. Ability to demonstrate good judgment and analysis in decision-making and problem solving.
9. Ability to exhibit creativity, self-direction and the capacity for independent work, multi-tasking and organizational skills.
10. Ability to work independently and as part of a team.
11. Ability to work with confidential and sensitive information and records.
12. Ability to commit to the highest ethical standards.
13. Ability to participate in evening and week-end events as necessary.

Minimum Qualification:
1. Bachelor’s degree in education or related field.
2. Experience working with and/or advising diverse populations.
3. Must possess a valid driver’s license.

Preferred Qualifications:
1. Master’s degree in education or related field
2. Experience in a post-secondary institution in recruitment or admissions.
3. Experience in a K-12 setting.