UNIVERSITY OF WISCONSIN-SUPERIOR  
Position Description  
Advisor-Educational Leadership  

Working Title: Recruiter/Advisor – Educational Leadership  
Hayes Hill Title/Level: Advisor, Associate, Renewable 12 month Appointment, 1.0 FTE  
Position Reports to: Chair of the Educational Leadership Department  

Position Summary:  
The Recruiter/Advisor for EDL will work collaboratively with other staff and faculty on campus in designing and implementing a recruitment and retention plan to increase the enrollment, persistence and retention of teacher education students who are from populations currently under-represented in teaching fields. The R/A 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 R/A 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. Serve as an Academic Advisor to Teacher Education students  
6. Designing and implementing a retention program to support the success of Teacher Education students.  
7. Working collaboratively with TED faculty to implement a program of high quality teacher education for the above-mentioned candidates.  
8. Representing the EDL department at PK-16 UW System meetings and teleconferences.  
9. Coordinating the communication between UW System and department on the collection of required data.  
10. Representing the EDL department at various venues.  
11. Serve as a liaison by establishing connections with area schools, and collaborating with higher education and K-12 school personnel.  
12. Creating and maintain positive relationships with diverse population in the region and the state.  
13. Establishing and updating social media venues for the EDL Department.  
14. Participate in regular Admissions and Enrollment Management meetings and collaborate travel schedule with admissions.  
15. Serve as a liaison to the Office of Multicultural Affairs and collaborate on programs serving students from underrepresented populations.  
16. Other duties as assigned.  

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

**Minimum Qualification:**
1. Bachelor’s degree from an accredited institution 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 from an accredited institution in education or related field
2. Experience in a post-secondary institution in recruitment, admissions, or academic advising.
3. Experience in a K-12 setting.