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 the Department of Educational Leadership (EDL) will work collaboratively with other staff and faculty in EDL, on campus, and in the UW System in designing, implementing, and reporting on recruitment and retention plans to increase the enrollment, persistence, and retention of teacher education students who are from populations currently under-represented in teaching fields. The Recruiter/Advisor 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. When appropriate, the Recruiter/Advisor 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. Researching, 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, especially non-traditional students.
6. Researching, designing, and implementing a retention program to support the success of Teacher Education students.
7. Researching and preparing reports relevant to the TRRI goals and objectives for Educator Program Preparation (EPP) Coordinator and programs and for the EDL Chair.
8. Working collaboratively with Teacher Education faculty to implement a program of high quality teacher education for the above-mentioned candidates.
9. Representing the EDL department at PK-16 UW System meetings and teleconferences.
10. Collaborating with others on campus and in EDL on the communication between UW System and EDL Department on the collection of required data.
11. Representing the EDL department and EPP at various venues.
12. Serve as a liaison by establishing connections with area schools and post-secondary institutions, and collaborating with higher education and K-12 school personnel.
13. Creating and maintaining positive relationships with diverse population in the region and the state.
14. Establishing and updating social media venues for the EDL Department.
15. Participate in regular Admissions and Enrollment Management meetings and collaborate travel schedule with admissions.
16. Serve as a liaison to the Office of Multicultural Affairs and collaborate on programs serving students from underrepresented populations.
17. Other duties as assigned.

Knowledge and Abilities:
- Knowledge of student advising and recruitment practices and methods.
- Knowledge of distance education practices.
- Working knowledge of the requirements for educator preparation for Wisconsin PK through 12 schools.
- Knowledge of and ability to operate modern office machines, equipment, computers, and relevant software.
- Demonstrated ability working with and/or advising a variety of racial and ethnic groups and underrepresented populations.
Demonstrated ability in effective leadership and teamwork.
Demonstrated ability to successfully carry out all steps for researching and presenting information relevant for the position.
Ability to develop and to communicate effectively and professionally through social medias.
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.

**Required Qualifications Include:**
1. Master’s degree from an accredited institution in a relevant field
2. Experience working with and/or advising diverse populations in a post-secondary or K-12 setting.
3. Must have a valid driver’s license

**Desirable Qualifications Include:**
1. Experience in a post-secondary institution in recruitment, admissions, and/or academic advising
2. Experience recruiting diverse students for Educator Preparation Programs
3. Experience advising students in Teacher Education programs
4. Experience carrying out research (design, data collection, analysis, and presentation)