Advising Community Liaison

DESCRIPTION OF JOB:

Under direction and in collaboration with the Director and Assistant Director of Doctoral Research and the Coordinator of Doctoral Dissertations, the Advising Community Liaison will be responsible for all logistical aspects in regard to their individual student dissertation process of the Edgewood College Doctoral Program’s dissertation requirement. Focus will be given to direct, regular, and ongoing communication with students, dissertation advisors, and the dissertation research team.

Important will be efforts to exceed doctoral student expectations throughout the advising stage of doctoral studies through quality service and follow-up, and superior doctoral program knowledge and technical support.

Successful candidates will have a demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the College’s strategic plan of inclusion.

Responsibilities:

1. Work collaboratively with the Director and Assistant Director of Doctoral Research and the Coordinator of Doctoral Dissertations supporting the graduate student research process
2. Participate as a member of the Advising Communities Leadership Team under direction of the Director of Doctoral Research
3. Participate in a professional development module facilitated by the dissertation research team
4. Schedule and lead regular meetings with all of his/her Advisors and Advisees
5. Read all Proposals generated in individual Community
6. Read all Dissertations generated in individual Community
7. Chair Proposal and Dissertation meetings
8. Be available to Advisors for advice and counsel
9. Coordinate the professional development needs of Advising Community members
10. Communicate concerns and needs to dissertation research team and program director

JOB QUALIFICATIONS

Necessary Education or Work Experience:

Education:

- Doctorate in Education

Required Skills:

- Commitment, energy, and capacity to successfully manage multiple tasks
- Superior time management and organizational skills
- Strong oral and written communication skills

Required Skills and Knowledge:

- Overall Proficient skill-level in Microsoft Office, which includes: Word, Excel, Power Point, Outlook, and basic computer concepts
- Knowledge of SharePoint is a plus
- Willingness and ability to learn new software

- Multicultural Competence – the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways.
Other Qualifications:

Demonstrate multicultural competence – the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways.

The candidate must actively support the mission of the college by working with faculty, staff and students to share in our core values - truth, compassion, justice, partnership, and community.

To apply: Send a letter of application, resume, and references to:

Edgewood College
Human Resources – ACLI
1000 Edgewood College Drive
Madison, WI 53711

E-mail: humanresources@edgewood.edu

Equal Opportunity Employer