Colorado School of Mines invites applications for the position of Undergraduate Program Manager.

Responsibilities:
The Undergraduate Program Manager will support the academic progression of Mines students in the CECS departments of Applied Mathematics and Statistics (AMS) and Civil and Environmental Engineering (CEE), via holistic and developmental academic advising. In addition, the Program Manager will administer various academic support services, retention efforts, and supplemental instruction offerings in collaboration with academic faculty and administration.

The function of academic advising will include, but is not limited to, routine communication and outreach with a pre-assigned set of students, accurate and timely assistance/guidance with course and degree planning, registration, and class scheduling, and individualized assistance/guidance to students including serving as the main point of contact for all Registrar forms.

The Undergraduate Program Manager will also manage, plan, and support CECS programming initiatives. This function includes, but is not limited to, supporting departments with curriculum development, participating in department UG council, and Mines UG council meetings, authoring department Bulletin sections and managing and coordinating information and documentation for ABET studies. Support initiatives also include department specific recruitment events, newly declared major information sessions, group advising session, student advisory committee meetings, company recruitment events and recognition events.

Mines is an Equal Opportunity/Affirmative Action employer and educator that recognizes that diversity is crucial to its pursuit of excellence in learning and research. Mines is committed to developing student, faculty, and staff populations with differing perspectives, backgrounds, talents, and needs and to creating a richer mix of ideas, energizing and enlightening debates, deeper commitments, and a host of educational, research, and service outcomes. As such, Mines values candidates who have experience working in settings with individuals from diverse backgrounds. Minorities, women, veterans, and persons with disabilities are strongly encouraged to apply.

Required Qualifications:
A bachelors’ degree from an accredited institution of higher education in a relevant field such as higher education administration, education leadership, curriculum and development, psychology, technology, etc., and a moderate amount of professional experience with college students in an advising, mentoring, or leadership role. Applicants must possess excellent communication, organizational and interpersonal skills in order to effectively carry out position responsibilities.

Preferred Qualifications:
A masters’ degree from an accredited institution of higher education in a relevant field such as higher education administration, education leadership, curriculum and development, psychology, technology, etc., prior employment as a full-time academic advisor and/or academic support or student support specialist in a college or university setting.

Employment with Mines is contingent upon the satisfactory completion of a background investigation.
Compensation:
Salary and benefits will be commensurate with qualifications and experience. Mines provides an attractive benefits package including fully paid health and dental insurance. Part of Mines’ mission is to create a family-friendly environment supported through our dependent tuition benefits, parental leave benefits, and dependent care assistance plan, as well as in special events, camps, and programming. For more information visit: [http://family.mines.edu/](http://family.mines.edu/)

How to Apply:
Applicants must submit a letter of interest, resume, and the names and contact information of three professional references to: Colorado School of Mines, Human Resources Office, Search #16-014750, 1500 Illinois Street, Golden, CO 80401, Fax: (303) 384-2025.

Electronic applications are encouraged and will be accepted at fsearch@mines.edu. If using this method of application, please put the search number as indicated above (in bold) in the subject line to ensure that your materials are properly forwarded to the search committee.

Review of applications will begin by May 23, 2016.