

The Department of Biochemistry at Virginia Tech seeks to fill a full-time, calendar year, Academic and Student Support Advisor position in the College of Agriculture and Life Sciences. This administrative/professional position will work with our Advising team to provide accurate, timely advising services and undergraduate program coordination to the department related to degree requirements and academic course options, recruitment and retention, admissions process, placement and registration, department and college orientation and retention activities, active participation in the First Year Experience and Careers course, and professional representation and communication of the department and its programs to the internal/external university community, public sector, industry and alumni. The Advisor will work proactively and collaboratively with the college academic affairs department to provide synergy and consistent, professional advising to all students of the college, work with the Undergraduate Research office to create and implement tools for finding undergraduate research opportunities, and develop partnerships with other CALS and life science units to best meet advising needs of Biochemistry students, including but not limited to Pre-Medical advising and career advising. The Advisor will develop and implement information-gathering to help aid the department in pedagogical decisions, and to aid student retention activities for low performing students, and to assist students with documented specialized learning needs or accommodations. The Advisor will be involved in efforts to enhance communication by developing materials for the advising manual, biochemistry web site, orientation sessions, and other workshops. The Advisor will develop expertise with computer programs related to advising, and design, create, reproduce and/or distribute internal and external promotional/marketing materials, including the production and distribution of emails to advisees, and a bi-annual newsletter. For a complete listing of position qualifications and to apply, please visit [www.jobs.vt.edu](http://www.jobs.vt.edu) and search for posting number AP0180288. You must complete the online application and attach a cover letter, CV, and contact information for three (3) references. The review of applications will begin on September 21, 2018 and will continue until the position is filled. Please contact Dr. Jinsong Zhu at [zhujin@vt.edu](mailto:zhujin@vt.edu) for questions or additional information. Virginia Tech is an equal opportunity and affirmative action employer. Women, minorities, individuals with disabilities, and protected veterans are strongly encouraged to apply. Anyone having questions concerning discrimination or accessibility should contact the Office for Equity and Accessibility.