

UNIVERSITY OF MISSOURI-COLUMBIA

**Job Title:** Student Support Specialist II      **Job ID:** 18874      Full-Time Benefit Eligible  
**Location:** Division of Animal Sciences, Columbia, Missouri  
**Salary Hiring Range:** \$15.14-\$18.27/hour      **Shift** 8-5 Others as Needed

**Job Description:**

This position is responsible for contributing to the undergraduate student advising and teaching mission of the Division of Animal Sciences. Advising duties entail aiding undergraduate students in Animal Sciences as they work toward timely completion of their degree requirements. Involvement in student recruitment, teaching and experiential learning activities is also expected, including coordination of internships. The position will interact with ANSCI faculty and curriculum committee and coordinate with CAFNR academic programs.

50% - Advise students on curricula and course of study related issues (course selections, transfer credits, course substitutions, late add/drop requests, academic probation forms, graduation plans and graduation plan change forms, communicate deadlines to students). Provide guidance on minor requirements and minor declaration form completion. Advise incoming students during summer welcome, August welcome, and winter welcome as well as internal transfers.

25% - Teach assigned undergraduate courses in the Division (1-2 courses/semester); contribute to experiential learning activities.

10% - Coordinate the Division's internship program.

10% - Meet with prospective students to introduce them to the Division; assist in recruiting events; develop promotional materials; represent the Division at events and functions attended by prospective students.

5% - Work with academic affairs committee on curricular related issues; new course proposals and implementation, scholarship reviews.

**Minimum Qualifications:** A bachelor's degree or an equivalent combination of education and experience from which comparable knowledge, skills and abilities may be acquired is required. Two years of experience in a related field is required. **Preferred Qualifications:** A Master's Degree in Animal Sciences or a closely related field. Teaching experience and experience working with livestock is required. Minimum of One Year related work experience. Teaching experience may include serving as a graduate teaching assistant or similar duties. Experience with farm animals may include clubs, home farm or similar experience. Some experience advising students is preferred, but is not required. Familiarity with the University of Missouri system is preferred.

**Application Materials:**

- Online Application (<http://hrs.missouri.edu/find-a-job/staff/index.php>)
- Cover Letter, Resume, and List of 3 References

**Diversity Commitment**

The University of Missouri is fully committed to achieving the goal of a diverse and inclusive academic community of faculty, staff and students. We seek individuals who are committed to this goal and our core campus values of respect, responsibility, discovery and excellence.

**Equal Employment Opportunity**

The University of Missouri is an equal access, equal opportunity, affirmative action employer that is fully committed to achieving a diverse faculty and staff. Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, age, genetic information, disability, or protected veteran status. For more information, call the Associate Vice Chancellor of Human Resource Services/Affirmative Action officer at 573-882-4256. To request ADA accommodations, please call the Disability Inclusion and ADA Compliance Manager at 573-884-7278.