



**Instructor/Academic Advisor
Department of Food Science
Penn State**



Job Number: 72394

Link to Job on Job Website: <https://psu.jobs/job/72394>

Job Title: Instructor/Academic Advisor

Department: Food Science

Work Unit: Agricultural Sciences

Announce Start Date: 06/28/2017

Closing End Date: Open Until Filled

The Department of Food Science in the College of Agricultural Sciences at The Pennsylvania State University, University Park is seeking applicants for a full-time Academic Advisor. The successful applicant will have a record of accomplishment working effectively with students in a dynamic academic environment. As the department's lead Academic Advisor, the candidate will be the central point of contact for current and prospective undergraduate students and lead recruiting efforts to build a diverse population of undergraduate students. Advising duties include assisting enrolled and prospective undergraduate Food Science students with course scheduling, degree planning, career guidance, and other academic issues. The applicant will be expected to interpret university, college, and department policies, procedures and curriculums for students and faculty. The applicant will be expected to coordinate and participate in various recruitment efforts to include New Student Orientation (NSO), Spend a Summer Day (SASD), attend Student Recruitment and Enrollment (SREC) meetings, and various other recruiting and retention programs within the college and/or department. The candidate will be the primary focal point for the department's industry placement program and will lead the coordination effort for industry visits and recruitment for internships, externships, and permanent positions. Duties will include, but not be limited to coordinating company visits and associated logistics, internal position advertisement, soliciting student applications, and obtaining feedback from industry representatives to assist with improving student applications and materials. In addition, the candidate will serve as an advisor to the Food Science Club and serve as a liaison between the club and the department, college, and university. The applicant will be responsible for teaching FDSC 402 "Supervised Experience in College Teaching" and FDSC 496 "Internship". In addition the successful candidate will be expected to teach or assist with teaching other undergraduate courses and extension programs according to departmental needs.

The ideal candidate must hold at least a Master's degree in Food Science or a closely related field. Additional experience in the food processing industry preferred. Prior academic advising experience as well as experience with LionPATH, Starfish and other Penn State systems is desired. A genuine interest in the academic success of undergraduate students is a necessity. Because most of the duties related to this position will involve one-on-one meetings with students and presentations to groups of students, excellent interpersonal and communication skills are also required. This is a one-year fixed term position with an excellent possibility of renewal. Review of applications will begin immediately and continue until the position is filled. To be considered, applicants must complete an on-line application and include the following: (1) letter of application indicating area of interest; (2) resume or curriculum vitae including educational background, employment history, and (3) teaching statement and record of past teaching at the undergraduate level, if any; and (4) names and contact information for at least three professional references.

Penn State is committed to affirmative action, equal opportunity, and the diversity of its workforce.