

**Stanford University**  
**Office of the Vice Provost for Undergraduate Education (VPUE)**

**Academic Advising Director**  
**Undergraduate Advising and Research (UAR)**

As one of the largest Silicon Valley employers, we educate future leaders and promote interdisciplinary, award-winning research and teaching. We also encourage our staff to grow professionally. Stanford University employees make all the difference in the world. Come and see why being part of Stanford is more than just a career – it could be a life-changing experience.

The mission of the Office of the Vice Provost for Undergraduate Education (VPUE) is to partner with Stanford faculty, staff, and students to produce and educate knowledgeable, engaged citizens and creative, confident leaders for our future world.

We are currently seeking an Academic Advising Director to join an existing team of eleven Academic Advising Directors with diverse academic backgrounds. Academic Advising Directors (AADs) hold professional academic advising positions in Undergraduate Advising and Research (UAR) within the Office of the Vice Provost for Undergraduate Education (VPUE). With offices in undergraduate residences, AADs have direct oversight of the academic advising and progress toward degree of all undergraduates in assigned residential complex(es) with an emphasis on freshmen and sophomores. AADs identify, clarify, and resolve complex issues for students, using expert knowledge of advising and University policy, as well as independent judgment. If desired, AADs may pursue limited teaching opportunities, subject to the approval of their supervisor, Human Resources and University policies on non-faculty teaching.

**Qualifications include:**

- ◆ Bachelor's degree and five years of relevant experience, or combination of education and relevant experience, required.
- ◆ Ph.D. in a discipline taught to undergraduates at Stanford strongly preferred. Applicants with Ph.D.s in Engineering, Quantitative Social Sciences, Mathematics, or Physical Sciences are especially encouraged.
- ◆ Three years teaching, advising, and/or conducting research after conferral of Ph.D. preferred.

The position is open until filled.

To view the complete job description for this position and to assure that the hiring dept. has immediate access to your resume, you **must** apply online at <http://stanfordcareers.stanford.edu/>. Enter Job # 73492 into the Keyword search box.

Stanford is an equal opportunity employer and all qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.