The College of Arts and Science is now accepting applications for the position of pre-major academic adviser for the academic year 2018-2019. The College of Arts and Science Pre-major Academic Advising Resource Center (CASPAR), located in the Commons Center, provides centralized, year-round advising for first- and second-year undergraduates in the college. Applicants must have been awarded the Ph.D. or M.F.A. from Vanderbilt and from an Arts and Science department or program or from the Graduate Department of Religion. The term of appointment will be June 1, 2018, to May 31, 2019. Hiring priority will be given to recent recipients of the Ph.D. or M.F.A. We will also consider applications from candidates who will be awarded the Ph.D. or M.F.A. in May 2018 but no later.

Each new adviser is responsible for advising a roughly equal portion of pre-major students within the College of Arts and Science, beginning with the June registration period preceding a student’s matriculation into Vanderbilt. Additional responsibilities include attending training sessions in late May as well as staff meetings throughout the academic year, and teaching one First-Year Writing Seminar while continuing to work on research projects that will advance the adviser’s academic career. Each adviser is appointed at the faculty rank of lecturer in a home department, on a year-by-year basis, not to extend beyond three years. Advisers receive a competitive salary of $42,000 per year plus the standard benefits package for full-time faculty at Vanderbilt.

Applicants should submit a letter of application; a current CV with the names of and contact information for three references; and a statement of professional goals that addresses research, writing, and/or professional development projects for the 2018-2019 year to Dr. Andrea Hearn, Director of CASPAR.

Applicants should send their materials via email to Dr. Hearn at andrea.l.hearn@vanderbilt.edu and to Ms. Jessie Brown, the CASPAR administrator, at jessie.l.brown@vanderbilt.edu. All materials should be sent as a single PDF with a file name that includes the applicant’s surname (e.g., Brown application.pdf).

The deadline for submission of materials is noon on March 2, 2018. As part of the review process, Deans André Christie-Mizell and Roger Moore and Dr. Hearn will review teaching evaluations for each candidate that we will access directly via VOICE. We will interview candidates in mid- to late March, and anticipate filling at least four positions for 2018-2019.
CASPAR Adviser Description

The CASPAR adviser position offers a distinctive post-doctoral opportunity for scholars who have recently earned their Ph.D. from Vanderbilt University or who will do so in the spring term prior to their employment with CASPAR. Advisers work individually with Arts and Science undergraduates to help these students understand and adapt to the academic expectations, requirements, and values of the College of Arts and Science and chart courses of study appropriate to their interests, abilities, and goals. CASPAR advisers typically advise 150 to 225 undergraduates for three semesters (including the summer before first-year students arrive at Vanderbilt), until those students declare their majors. In the advising process, advisers answer questions about course selection, choosing a major, the relationship between academic majors and career choices, preparing for post-baccalaureate study, using academic resources, and study abroad, among others.

Because the workload of advising is flexible (though particularly intense during course registration periods), CASPAR advisers advance their disciplinary careers by teaching a course for their home department (usually a First-Year Writing Seminar in the spring), engaging in research, preparing academic publications, presenting their work at scholarly conferences, and collaborating with peers from within Vanderbilt and beyond. All CASPAR advisers benefit from $1,000 annually in professional development funds. They also learn about and participate in university administration and governance through frequent contact with other university officials, and in CASPAR staff meetings at which faculty and administrators from both academic and student affairs talk about their work and its intersections with advising.

Former CASPAR advisers have been competitive on the academic job market and have secured tenure-track positions at institutions including Austin Peay State College, Belmont University, Illinois State University, Kansas State University, Tennessee State University, Texas A&M University-Corpus Christi, and the University of Southern Indiana.