

**Position Title: Academic Services Coordinator
Modeling and Simulation Engineering Program**

Position Number: FP038A

Review of Applications Begins: November 23, 2009

ODU's Batten College of Engineering and Technology seeks an Academic Services Coordinator for its Modeling and Simulation Engineering Program. Individual will develop and maintain academic records, conduct academic advising sessions with students, monitor student progress and intervene when necessary, assist in development of assessment and accreditation reports, develop promotional materials and coordinate department academic activities. Requirements include a Master's degree in Education, Counseling or a closely related field from an accredited institution, prior experience advising college students, excellent oral and written communication skills, and proficiency in the use of MS office tools including word processing, spreadsheets, and presentation software. Ability to develop and maintain a website is also required. Please submit a letter addressing position requirements, resume and contact information for 3 professional references to: Dr. Berndt Bohm, Assistant Dean - bbohm@odu.edu

Review of applicants will begin November 23, 2009 and continue until the position is filled. Old Dominion University is an equal opportunity, affirmative action employer that requires compliance with the Immigration Reform and Control Act of 1986.