



Bluefield State University

Job Vacancy Announcement
First Year Experience Instructor and Academic Advisor
(Anticipated to begin Fall 2026)

POSITION TITLE: First Year Experience Instructor and Academic Advisor

JVA#: 2026-26

DEPARTMENT: College of Arts, Education, and Social Sciences

POSITION SUMMARY: This is an appointment for a 12-month, full-time, First Year Experience Instructor and Academic Advisor to begin the Fall 2026 semester. The purpose of this position is to foster student engagement and promote academic persistence among first-year students and those transitioning from high school to college, including students who may enter the university with academic challenges through their first thirty credit hours and on to completion of the appropriate course of study.

This role supports student success through providing holistic, proactive instructional support, guidance that supports academic readiness, career exploration, and personal growth, academic advising, and coordinated programming. In alignment with the Bluefield State University's strategic goals, the position also contributes to efforts aimed at retention and strengthening the overall student experience.

The First Year Experience Instructor works collaboratively with faculty, staff, and administrators across campus to ensure that students are engaged, connected, and equipped with the resources needed to realize their full power of potential.

Job Responsibilities:

- Instruct the First-Year Experience Foundational Skills for the 21st Century (FS21) courses each semester.
- Comply with all Policies and Procedures as delineated in the Faculty Handbook and as amended.
- Take a supportive interest in the academic progress of each of their students.
- Continuously strive to improve the effectiveness of their teaching.
- Keep accurate records of grades and other information required by the Deans, Registrar, Provost, President and any other administrator as may be appropriate.
- Attend all faculty meetings of the university and the respective College in which the Instructor teaches.
- Attend commencement and convocations and to cooperate fully with the BSU Board of Governors, the President, the Provost and the Dean in promoting the interests of Bluefield State University and the respective College.
- Provide first-year students opportunities for major exploration and selection, course and degree requirements.
- Collaborate with other campus offices to provide support, transition programming, and academic advising for First Year students.
- Plan and implement programming for new undergraduate students and their supporters, requiring effective collaboration with campus partners.

- Assess student academic progress and needs, and recommend appropriate tutoring or academic support services.
- Develop and implement new programmatic initiatives in collaboration with other campus departments to enhance student engagement and success.
- Serve and actively participate in university committees focused on student development, retention, and academic success.
- Apply academic counseling and student development theories in practice, ensuring services are student-centered and research-informed.
- Evaluate and support students experiencing academic, administrative, or personal challenges by referring them to appropriate university resources.
- Stay informed and up to date on university programs, policies, and procedures relevant to academic advising and student support.
- Maintain accurate student data and records.
- Evaluate program effectiveness through appropriate data collection and tracking student progression.
- Provide Academic Advising to students during summer.
- Other duties as deemed necessary by the University.

MINIMUM REQUIRED QUALIFICATIONS: Applicants must have an earned Bachelor’s degree from an accredited College or University, and extensive experience working in support and retention of First Year College Students. Experience teaching at the college or university level is also required. This position requires the ability to successfully use alternative modalities (e.g., on-line, video livestreaming, Moodle, etc.) in addition to teaching effectively in a traditional classroom setting. Knowledge of best practices for retaining first year students is necessary. Experience working with underserved populations (low-income, first-generation, minorities, individuals with disabilities, etc.) and familiarity with intrusive advising practices is preferred.

COMPENSATION: Salary is commensurate with qualifications and experience. Position is dependent upon available funding.

THE UNIVERSITY: The mission of Bluefield State University, a historically black institution, is to prepare students for diverse professions, informed citizenship, community involvement, and public service in an ever-changing global society by providing an affordable, accessible opportunity for public higher education through certificate, associate, associate, bachelor, and master degree programs. More information about the University is available at www.bluefieldstate.edu.

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSU Employment Application (form available at <https://bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

NOTE: Please **do not** include photographs or any personal information (e.g. D.O.B, place of

birth, etc.) on your application or supporting documents. Bluefield State University does not provide H1B visa or employment sponsorship.

DATE POSTED: April 17, 2026

CLOSING DATE: The position is open until filled. For full consideration, applications must be received by 4:00 pm EST, May 1, 2026. Applications will be accepted until position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State University is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The university complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State University does not provide H1B visa or employment sponsorship

