

# MARIAN UNIVERSITY

**Position Title:** Coordinator of Student Success

**FTE:** 1.0

**Department:** Student Success

**Reports To:** Dean of Student Success

**FLSA:** Exempt

**This position promotes and supports the learning experience of Marian University students by connecting students to relevant campus resources through direct referral and personal connections. Dedicated to the prevention and intervention of students requesting assistance or those at risk of requiring guidance for persistence. Committed to helping students persist and succeed in their academic endeavors and understanding the demands and challenges that students may face while attending the university.**

## **ESSENTIAL FUNCTIONS:**

Coordination of Retention – 40%

1. Entrusted to refer, investigate, recommend and mediate to support student persistence.
2. Analyze and identify policies and procedure improvements to support student persistence and success.
3. Develop and maintain strategies and initiatives to improve retention and graduation rates. May include assisting students with academic dismissal appeals and/or financial aid satisfactory academic progress appeals.
4. Collect, review and disseminate retention data in cooperation with appropriate individuals and departments.
5. Track traditional students' registration and intentions to continue with enrollments.
6. Conduct exit interviews with students withdrawing from the University
7. Identify and focus on areas of concern or areas needing improvement to improve students' educational experience.
8. Create, promote, and maintain a seamless transition and communication across campus with colleges, departments, programs, and faculty regarding student retention (First-Year Studies, learning communities, etc.).
9. Collaborate with administrators in regard to existing retention efforts, develop new programs that promote student retention, and create a more formal retention effort across campus.
10. Develop and maintain retention tracking data, to include financial and academic holds, and provide feedback as needed.
11. Collaborate with students, their families, academic advisors, faculty members, and other offices to develop appropriate action plans regarding personal and academic support issues.

#### Early Alert/at-Risk Program – 40%

1. Regularly meet with traditional undergraduate students who have been placed on academic probation and/or financial aid satisfactory academic progress to encourage them to utilize the university's academic support opportunities, to review attendance, time management, and study/test taking strategies.
2. Work in partnership with the Dean of Student Success to identify first year students at risk of continuing their academics at the university.
3. Develop a communication and intervention plan that may involve faculty mentors, student mentors, academic advisors, athletics, residence life, and other members of the university. Analyze the acquired data to create programming to address this population of students.
4. Participate as an active member of the Retention Intervention Working Group, Behavioral Intervention Team, Academic Probation/Dismissal Committee, Financial Need/Gemma Grant Committees, Billing Summit Committee, Retention Strategy Group, STRIVE, Student Leadership Conference Committee, and others as directed.

#### Advising –15%

1. Advise students individually and/or within groups regarding academic core and/or departmental requirements, appropriate class selection, academic policies and procedures, and campus resources for social work and psychology majors.
2. Assist students in identifying long term goals and career plans, both academically and personally. Guide students to meet graduation requirements in a timely fashion while preparing them to meet their individualized future goals.
3. Advise all students and assist in their exploration of academic programs whilst focusing on academic policies and procedures and available resources.
4. Assist with Admission events, New Student Registration, New Student Orientation to facilitate advising sessions and assisting students.
5. Maintain confidential advising records.
6. Utilize information systems, as necessary, to aid in the delivery of advising services.

#### Other Responsibilities – 5%

1. Maintain a positive work environment by cooperating in a professional manner with the University community as outlined in the Marian University Mission and Core Values.
2. Performs other work related duties as assigned

### **EDUCATION, EXPERIENCE, and SKILLS REQUIRED:**

1. Bachelor's degree in related field required and three years of student retention, orientation, recruitment, or closely related experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.
2. Experience with data collection and analysis.
3. Strong oral and written communication, interpersonal, analytical, organizational, time management, planning and multi-tasking skills, and problem solving skills.
4. Maintains a professional relationship with academic deans, department chairs, university administrators, faculty and staff.
5. Proficient in computer skills including Microsoft Office products.
6. Ethical comportment and high regard for confidentiality.

7. Willingness to support the mission and core values of the University.

**Preferred:**

1. Master's Degree in higher education or related field.

To apply, please submit a cover letter, resume, and name, address and telephone number of three references to [muapplicants@marianuniversity.edu](mailto:muapplicants@marianuniversity.edu). Please use "Coordinator of Student Success" in the subject line of the email.

**Application Deadline: July 15, 2021**

EOE/Minorities/Females/Vet/Disabled

*Transforming lives through academic excellence, innovation and leadership. Marian University is a community committed to learning, dedicated to service and social justice, and joined together by spiritual traditions.*

Any offer of employment will be contingent upon the receipt of criminal background and reference check information; and the determination that the candidate remains eligible and suitable for employment.