POSITION TITLE: Academic Success Coordinator

JOB CLASS: Staff
SUPERVISOR: Director of the Academic Success Center

CLASSIFICATION: Full Time
LOCATION: DeLand

DEPARTMENT: Academic Success

POSITION OVERVIEW: The Academic Success Coordinator of Advising and Accessibility is a professional position that reports to the Assistant Director of Academic Success and Accessibility Coordinator to provide strategic and transformational leadership in the area of academic excellence. The Coordinator will envision and carry out impactful campus-wide programs (on the DeLand campus) to empower student success including: providing quality advising to identified student populations and coordinating the implementation of accommodations for students with disabilities. The Academic Success Coordinator will work individually and in groups with students to empower those students to be independent, successful, and confident learners. This position also works with the Director and Assistant Director of Academic Success to help shape and carry out the vision for the department and works synergistically with departments within Campus Life and Student Success (CLaSS), the university in its entirety, and faculty and academic leaders from all of Stetson’s educational programs in the development and implementation of programs to challenge and support students who dare to be significant™.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS: This position requires a Bachelor’s degree in a relevant field or experience in a relevant field. Knowledge of good academic practices and ability to instruct and coach students in these skills. Must have excellent computer skills and proficiency with main operating systems, such as the Microsoft Office Suite and MAP-Works student tracking software. Must have excellent interpersonal skills and demeanor and work well with University faculty, staff, students and the public. Other requirements include the abilities to be flexible in one’s work assignments; compose, edit and proofread documents; communicate clearly and concisely both in writing and oral presentations; plan and organize one’s work; work independently with little or no supervision; work effectively in a team; maintain appropriate records; understand confidentiality of all information within the university.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES: Coordinate MAP-Works functions including managing MAP-Works survey launch and responding to academic updates. Schedule Success Coaching appointments for Success Coaching team. Facilitate coaching (individual and group) for Academic Success and DeLand campus by assigning new students to coaches, reaching out to referrals, and promoting coaching opportunities to student body and specific targeted groups. Provide success coaching to students in an effort to empower students to be independent, successful, and confident learners. Coordinate the process of scheduling, obtaining, and administering exams for student registered with the Academic Success for testing accommodations, to include maintenance of up-to-date calendar of testing, implementation of appropriate
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accommodations, and communication with faculty to obtain and return proctored exams. Assist with the coordination of the note-taking accommodation at the beginning of each semester. Provide quality advising and registration assistance to incoming Stetson students through participation in on-campus registration events, and through email, phone and in-person appointments and communication with incoming students and parents. Participate in recruit back efforts with non-registered and under-registered students. Complete administrative duties that accompany the incoming student registration process including tracking student contacts in the advising software program. Participate in training activities and weekly advising meetings to gain the knowledge and skills needed to effectively assist incoming students. Attend trainings on how to stay current on best practices and methods for academic intervention/coaching and learning strategies. Serve as main person for the front desk area for Academic Success including providing quality supervision to the student employees. Oversee office assistant student employees and projects. Attend and participate in division, department and university-wide meetings and represent Campus Life and Student Success as needed. Maintain confidential and accurate student records and prepare reports. Performs other site and position specific functions as assigned.

INTER-DIVISIONAL COLLABORATION: This position will closely collaborate with many divisions on campus. This area is a dynamic, evolving division driven by transformational leadership and continuous improvement. We seek team members who are highly motivated, strategic thinkers and relationship builders who thrive on shared governance. Our high expectations are matched by a robust professional development curriculum which promotes achievement and significance through self-assessment, reflection, and holistic goal setting. We actualize a philosophy of challenge and support grounded in liberal learning and development as it relates to student persistence and success. We are committed to facilitating student discovery and exploration consistent with the aims of a broad liberal arts education; offering impactful learning opportunities based on current research and empirical data; cultivating the unique strengths and perspectives of individual students; fostering global awareness, social justice values, and civic engagement; and providing a healthy and vibrant educational environment conducive to holistic well-being.

WORKING CONDITIONS: Requires some physical effort, i.e., some standing and walking, frequent light lifting (5-10 lbs.); some carrying moderate weight (12-20 lbs); and the operation of office equipment in which manipulative skills and eye-hand coordination are important ingredients of productive operations. Tasks may involve extended periods at a keyboard; perceptual demands for sound, form, texture and depth.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.