CAMPUS LIFE AND STUDENT SUCCESS
STUDENT SUCCESS SPECIALIST
Full-time: with benefits

Opening Date: June 4, 2013
Closing Date: June 18, 2013

BASIC JOB DESCRIPTION: The Student Success Specialist is a full-time professional staff member that reports directly to the Assistant Provost for Student Success. This position will closely collaborate with many divisions/departments on campus, including Campus Life and Student Success.

QUALIFICATIONS: This position requires a Master’s degree in Higher Education Administration, College Student Personnel, Counseling or closely related field, with previous experience in academic or student success work in a college or university setting. The position requires a dynamic individual with strong communication and organizational skills. The Student Success Specialist will need excellent communication and collaboration skills and must be a proven problem solver who understands the culture of a college/university. The Student Success Specialist must be able to develop and maintain effective, and empowering relationships with students from diverse backgrounds as well as faculty, staff, parents, and the public.

ESSENTIAL JOB FUNCTIONS: The Student Success Specialist is responsible for assisting with the development, implementation, and assessment of services and programs aimed at empowering students toward success and significance. Responsibilities: Implements and assesses services aimed at increasing student persistence to graduation; Works as a bridge between student success and other campus areas, including academic advising, the academic success center, and WORLD international learning to empower students towards success and significance; Serves as a success coach providing tools, tips and resources to empower students towards academic success; Work strategically to support communication and synergy of services for populations such as international students, first-generation college students, and other strategic populations; Collaborates with the Administrative Assistant for Student Success to encourage MAP-Works usage by faculty and staff, and analyze the information available within Map-Works and other sources to target populations and individuals for targeted programming and outreach; Collaborate with the Assistant Provost for Student Success to implement initiatives as identified by the Retention Subgroup of the Strategic Enrollment Management Team; Provides strategic direction for first-generation student programs and services including supervision of a full-time AmeriCorps Vista; Assists the Assistant Provost with collection and reporting of assessment and data as needed; Represents Student Success and the University on appropriate university committees, meetings and functions; Performs other duties as assigned.

WORKING CONDITIONS: Requires some physical effort (i.e., standing and walking, light lifting (5-10 lbs.)) and manual dexterity in the use of fingers or limbs in the operation of office equipment; extended periods of time at a keyboard, perceptual demands for sound, form, texture and depth.

APPLICATION PROCEDURES: This position will be posted on the Stetson University Office of Human Resources website (http://www.stetson.edu/other/employment/job-opportunities.php) at which point applications will be accepted. Interested applicants must submit a letter of application which addresses the qualifications, a resume, and the 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. Review of applications will begin once the position is posted and continue until the position is filled.

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.