

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position – Assistant Director – Academic Success

Preparation Date: 2-16-20

Function of Position:

Responsible to the Director of the Pathways Center. Supports the success of all students while paying particular attention to first-generation, low-income students, and/or academically underprepared students. Provide year-round proactive academic, personal and professional coaching and guidance to students throughout their undergraduate careers that address self-care, socio-emotional well-being, vocational discernment, and academic and career-related issues including major choice, internships, full-time employment, graduate school opportunities, and other post-baccalaureate positions. Work to foster collaborative partnerships with departments across the institution with the primary goal of cultivating a culture that embraces retention and student success as an institutional beacon and a shared responsibility. This is a full-time, 12-month position.

Principal Duties and Responsibilities:

- 1) Identifies and communicates with at-risk students identified by staff/faculty by leading and managing the Early Alert system and weekly team meetings. Meet with academic probation students and reinstated suspension students to conduct a self-assessment and academic success plan (THRIVE). Monitor students' academic progress to advise them of their academic standing, including SAP. (28%)
- 2) Design and implement academic support services for students with academic challenges; counsel students having academic difficulty in partnership with appropriate campus offices and academic departments. (12%)
- 3) Collaborate with academic departments and manage all aspects of the Supplemental Instruction (SI) program. Duties include recruiting, hiring, training, and ongoing supervision of students in SI Leader positions each academic year. Position supervises approximately 30 SI Leaders during the academic year. Responsible for designing and maintaining current SI Leader training materials and SI forms as well as conducting training before the start of each term, and providing ongoing training through meetings and observations (evening hours required). Other duties include marketing the program to students, and communicating with faculty members as needed. Oversees the collection of assessment data collection for the SI program and completion of reports at the end of each term and year. (30%)
- 4) Interacts with students in support of academic success by serving as a primary academic advisor to exploring students. Provides academic and co-curricular information and assistance regarding selection of major while fostering a welcoming and supportive advising relationship; provides professional resources and development to campus community. (7%)
- 5) Coordinate summer orientation and registration days for incoming students, including specials registrations. Collaborates with all campus departments to develop and implement effective orientation, advising and registration days that promotes the successful transition of new students, including first-year and transfer students. (15%)
- 6) Provides guidance to and facilitates programs and services related to First Year Experience at Wartburg College. Collaborates with campus-wide First Year Experience-related programs including SOAR, Fall Orientation, Inquiry Studies 101 Coordinators, college success classes and other outreach programs for students in their first year at Wartburg College. (4%)
- 7) Assist the Castle Connection Program Coordinator to develop, plan, and implement the academic support services program focused on increasing academic performance and persistence of program participants. (4%)
- 8) Other duties and responsibilities as assigned

Supervision:

Employee is responsible for determining own work assignments referring to policies and general objectives for guidance. Employee independently devises new methods to meet conditions and confers with supervisor regarding unusual matters. Supervision of the Assistant Director of the Summer Bridge program.

Minimum Qualifications:

Master's degree plus three years related experience. Preferred experience with academic advising, student success initiatives, and teaching.

Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from members of underrepresented ethnic and minority groups.