

**WARTBURG COLLEGE**  
**POSITION DESCRIPTION**

**Title of Position:** Academic Success Coordinator

**Preparation Date:** January 2024

**Function of Position:**

Responsible to the Associate Director of the Academic Resource Center (ARC) for overseeing the operation of the Peer Learning Lab that includes support for writing, reading, speaking, and mathematics related support. Collaborate with students, faculty, and staff to support the success of all students while paying particular attention to at-risk students including domestic multicultural, first-generation, low-income, and/or academically underprepared students by providing year-round proactive coaching and guidance throughout their undergraduate careers that addresses academic success, self-care, socio-emotional well-being, career-related exploration, graduate school and other post-baccalaureate opportunities. As a student academic success specialist, fosters collaborative partnerships with departments across the college with the primary goal of cultivating a culture that embraces student success and retention as shared responsibility. Serve as a resource to campus committees and task forces as appropriate. This is a full-time, 12-month position.

**Principal Duties and Responsibilities:**

1. Manage the Peer Learning Lab (PLL). These responsibilities include: (1) recruit, hire, train, schedule, supervise, and assess student paraprofessionals; (2) collaborate with ARC staff to ensure consistency in office procedures between PLL and ARC; (3) coordinate marketing and outreach to inform the campus community regarding Peer Learning Lab services (writing, reading, speaking, mathematics, etc.), with an emphasis on at-risk student success; (4) assess services provided to determine gaps in student needs, duplication and increasing efficiencies (30%)
2. Manage the Early Alert system. These responsibilities include: (1) coordinating activities related to the system with academic departments; (2) identifying and communicating with at-risk students; (3) identifying and utilizing college faculty/staff to provide situational support/intervention; (4) coordinating activities related to the Early Alert team; and (5) developing system administrator and user procedures (25%)
3. Design and implement academic support services for "academic warning" students and students with academic challenges, counsel students in partnership with appropriate campus offices and academic departments. Collaborate with campus partners to develop and implement supports that promote a successful transition to college and maintain those supports as needed. Maintain up to date records of work with students (15%)
4. Serve as Student Success Advisor to at-risk students by mentoring them throughout the life of their academic program to ensure they are making meaningful progress toward their academic, personal, and professional goals (10%)
5. Serve as an academic adviser to exploring students by assisting with course registration, academic strategies, selecting majors and minors, and developing post-graduation plans (8%)
6. Provide support services for athletics in partnership with athletic director and coaches (5%)
7. Coordinate and deliver workshops for students on topics such as time management, goal setting, reading strategies, etc. (5%)
8. Promote academic support services utilized by all students and specifically encourage usage by at-risk students. This includes serving as an ARC representative in classrooms and at events such as Visit Days, Scholarship Days, Summer Orientation Advising and Registration, etc. (2%)

**Supervision:**

Employee proceeds independently working toward established objectives requiring the use of a wide range of procedures. Employee prioritizes own work within the context of ARC/PLL strategic priorities and resolves unusual cases in consultation with supervisor.

**Minimum Qualifications:**

Bachelor's degree and two years' experience working with college students in areas related to advising and student success. A master's degree in a related area or currently pursuing a master's degree can be substituted for work experience. Must possess excellent communication and listening skills and ability to work well with diverse groups of people. Ideally the candidate would possess a dedication to and proven track record of working with multicultural students on academic, personal, and professional success plans. Lived experience of diversity is strongly desired. Candidates of color are especially encouraged to apply.

**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](mailto:hr@wartburg.edu). Questions may be addressed to Jessica Herrmeyer at [Jessica.herrmeyer@wartburg.edu](mailto:Jessica.herrmeyer@wartburg.edu). See [www.wartburg.edu](http://www.wartburg.edu) for further information about the college. Screening begins immediately and continues until the 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.*