

**WARTBURG COLLEGE
POSITION DESCRIPTION**

Title of Position – **Pathways Center Student Success Advisor**

Preparation Date: October 2020

Function of Position:

Responsible to the Director of the Pathways Center 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 domestic multicultural students, 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 success/retention specialist, foster collaborative partnerships with departments across the college with the primary goal of cultivating a culture that embraces student success 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:

Peer Learning Lab (50%)

1. Promote academic support services utilized by all students and specifically encourage usage by domestic multicultural students. Serve as Student Success Advisor by mentoring students throughout the life of their academic program to ensure they are making meaningful progress toward their academic, personal and professional goals.
2. Coordinate marketing and outreach to inform the campus community about Peer Learning Lab services (writing, reading, speaking, mathematics, and careers/vocation), with an emphasis on domestic multicultural student success.
3. Recruit, hire, train, schedule, supervise, and assess student paraprofessionals providing services in the Pathways Center Peer Learning Lab; supervise communication with faculty regarding students' work in the Lab.
4. Consult with student groups and/or individual students to provide feedback to improve their writing, reading, speaking and mathematics skills.
5. Provide support services for athletic study tables in partnership with athletic director and coaches.
6. In partnership with the Biology and Chemistry departments, manage all aspects of the tutor lab including scheduling and student payroll.
7. Collaborate with "Writing Across the Curriculum" coordinator and Assistant Dean for Faculty Development to provide in-service for faculty related to Peer Learning Lab and serving multicultural students.

Multicultural Student Support (35%)

Develop and launch a new initiative to onboard new domestic multicultural students to the vast network of support services offered within the Pathways Center. This effort will focus on academic, personal and professional initiatives designed to enhance domestic multicultural student success, satisfaction, and retention. Provide academic coaching, mentoring, and major/career exploration for domestic multicultural students, first-generation, and historically underserved and/or underrepresented students.

8. Partner with Admissions to cultivate relationships with appropriate community-based organizations.
9. Collaborate with appropriate departments and individuals on campus to ensure that operational structures are in place to serve domestic multicultural students in the areas outlined above.

10. Participate in strategic planning initiatives and serve on campus diversity, recruitment, and retention committees and commissions as needed.

Students on Academic Probation Support (15%)

11. Identify students who are not reaching program milestones. Prepare, implement, and assess customized intervention plans to support the success of students who are at-risk based upon academic standing and/or who do not achieve benchmarks, including satisfactory GPA and progress toward graduation.

Supervision:

Employee proceeds independently working toward established objectives requiring the use of a wide range of procedures. Employee prioritizes own work and resolves unusual cases in consultation with supervisor.

Minimum Qualifications:

Bachelor's degree and experience in related field, plus a dedication to and proven track record of working with multicultural students on academic, personal and professional success plans. Experience with academic advising a plus. 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. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.

