

## Assistant Director Student Success

## Full-time, 11 Months

## student life Department

**hiring range:**

**Function:**

The Assistant Director for Student Success will collaborate with the Director of Student Success and the Student Success Team to provide support and follow-up for at-risk students; will refer students to campus resources and develop programming that supports student success; and will collaborate with the educational support services office to teach and coach academic success strategies. Additionally, this position will regularly assess, empower, follow-up, and advocate on behalf of at-risk students. The Assistant Director for Student Success will report to Director for Student Success.

**Responsibilities and Related Duties**

1. Provide follow-up through higher education case management strategies by:
	1. Assess needs of students on a continual basis and maintain on going follow up as needed
	2. Advocate for coordinating and monitoring resources
	3. Empower students to become self-advocates and initiate change to positively affect their situation
	4. Refer at-risk students to appropriate campus resources and partner with various campus departments/staff/faculty
2. Keep detailed notes of interactions with students, confidential reports, and referrals as needed in Maxient database
3. Create reports and provide on-going assessment of departmental efforts and strategies
4. Serve as a primary advisor for students who are at-risk, including those identified by the Educational Review Board or the Student Success Team as needing support
5. Participate as a member of the Student Success Team in weekly meetings to assist in coordinating care and support for students
6. Co-lead the Student Success Coaching program, including recruiting, hiring, and training student and staff Success Coaches
7. Contribute in Whitworth’s Retention Committee efforts
8. Work collaboratively with various campus departments including, but no limited to, the Intercultural Student Center, Athletic Department, Honors Program, Educational Support Services, Residence Life, Health Center, Counseling Center to promote student success and persistence
9. Connecting the university with off campus partners and resources to enhance services for students
10. Assist in regular coverage of the Dean on call system to support after hour campus needs as directed by Vice President for Student Life
11. Competency in setting appropriate boundaries with students while providing suitable resources
12. Administer policies and procedures related to the application of community values and behavioral expectations and other student handbook guidelines
13. Perform other functions as requested

**Qualifications, Skills and Abilities:**

* Master's degree preferred, an equivalent combination of education and exceptional experience may be considered in lieu of required experience, a Bachelor's degree in social services, counseling or related field with a minimum of two - three years’ experience in higher education Demonstrated exceptional interpersonal skills.
* Demonstrated organizational skills.
* An understanding of the student developmental process and ability to promote student success.
* Demonstrated effectiveness in addressing the unique needs and concerns of students from a variety of diverse backgrounds, including those from underrepresented racial/ethnic populations.
* An ability to build collaborative efforts between student life, academic affairs and other divisions of the university
* Demonstrated ability of working effectively with college-age students.
* Experience and proficiency with educational management applications such as Ellucian/Colleague; Microsoft Office and Maxient.
* Demonstrated awareness and commitment to effectively establishing relationships and positive communications across multiple dimensions of diversity including, but not limited to race, gender, physical limitations, class or religious perspectives.
* A personal commitment to the Christian faith.
* An active commitment to equal opportunity for all persons.
* A commitment to the educational mission of Whitworth as a Christian liberal arts university affiliated with the Presbyterian church.
* Background check required.

**Application Process:**

The following documents are required to complete the online application form:

1. A letter of interest that relates your education and experience to the qualifications of the position and includes a note confirming your interest in this position at our posted hiring range
2. Résumé
3. The names, addresses, telephone numbers and email addresses of three academic/professional references
4. A one-page document describing your personal commitment to the Christian faith

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our commitment to building a diverse community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.