

Student Success Coordinator

Vincennes University is seeking applicants for the position for Student Success Coordinator. Reporting to the Director of Student Success, the Success Coordinator will work with faculty advisors and other University personnel to improve student persistence and completion. Guidance is an essential component of the job along with strategies to support students at-risk. Coordinators assist with academic advising and registration for students throughout the year. Student Success Coordinators support University College students through their first year of college and help undecided students identify reasonable pathways to graduation and employment. Beyond serving undecided and at-risk students, Success Coordinators help first-year students who seek a change of major.

This is a 12-month professional staff position.

Qualifications for Student Success Coordinator include but are not limited to the following:

- Minimum of bachelor's degree; Master's in Student Personnel or Counseling area is preferred
- Experience as academic advisor or counselor
- Documented experience working with at-risk students
- Strong written and oral communication skills
- Experience with Banner Student Information System or related system
- Experience with formulating and analyzing data
- Must be a self-starter and have the ability to manage multiple projects and tasks simultaneously
- Must have ability to support diverse student and faculty populations
- Must be a quick learner with willingness to adapt to new tasks and job responsibilities
- Friendly and outgoing with a respectful attitude

Energy and enthusiasm are additional attributes that are essential for successful applicants. Each Student Success coordinator supports faculty advisors across campus, including trouble shooting an array of academic issues for Student Success.

Qualified applicants should submit a letter of interest that includes a brief philosophy of education, all college transcripts, and resume with the names and contact information for three references to: Vincennes University, Human Resources, 1002 North First Street, Vincennes, IN 47591, or email to jobs@vinu.edu. Applications will be accepted until position is filled.

Job of the Student Success Coordinators?

- Help create an Academic Plan in Degree Works for students, especially General Studies-Exploring Majors and University College students.
- Assist in training new faculty on advising
- Serve as liaison to academic coaches

- Provide faculty support on advising questions
- Serve as academic advisors to students each academic year
- Advise University College Students through successful completion of Foundational Skills courses.
- Participate in all START VU registration days to help in the advising of students, especially University College students and other new advisees
- Coordinate methods to help students who are on academic probation/academic readmission to return to good academic standing.
- Refer students to appropriate on-campus services to address obstacles.
- Follow-up on TAPS reports to offer outreach and support to students receiving alerts and to increase their likelihood of academic success.
- Assist senior scholars with paperwork and registration
- Advise students who want to change their major
- Communicate with former VU students who want to return to complete degrees
- Participate in registration campaigns to offer support to students who have not registered for the next semester.
- Provide encouragement and support for students who are referred or just seek help.
- Lead Study Skills (First Year Experience) classes for University College students

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