



## Director, Student Success & Advising

**Department:** Student Success & Advising

**Recruitment #:** S1828

**Estimated Salary Range:** \$60,957 - \$71,714

**Closing Date:** Review begins **May 14, 2018**. Position open until filled

This is a full-time, 12-month, annually renewable, unclassified position in the Student Success and Advising (SSA) office at Western Oregon University (WOU) in Monmouth. The SSA serves as a resource to students and teaching faculty in College of Education and the College of Liberal Arts and Sciences. The SSA assists students in acquiring and maintaining the academic skills necessary to succeed in their college careers, and provides timely, accurate and developmental academic advising. In addition, the SSA helps current and prospective students with program requirements, policies, and procedures.

### MINIMUM QUALIFICATIONS

- Master's degree required
- Minimum five years related experience in a higher education setting
- Demonstrated experience developing, delivering and/or assessing programs that support student success
- Demonstrated experience supporting the success of diverse students and/or staff
- Demonstrated experience collaborating with student affairs and/or academic affairs staff (including faculty) on advising and/or student success initiatives
- Excellent written and oral communication skills
- At least one year of experience supervising professional staff
- Ability to work occasional weekend and evening hours

### Preferred Qualifications:

- Educational background in student affairs, higher education leadership or other related field
- Accomplishment in developing, implementing and/or assessing comprehensive advising services for exploratory students.
- Accomplishment building effective cross-unit teams to support student success
- Demonstrated experience supporting first-generation college students
- Demonstrated experience developing and managing budgets
- Bilingual, especially Spanish or ASL

**\*\*A criminal background check will be required as a condition of employment**

***We are not considering candidates who require Visa sponsorship support. Additionally, the University typically only considers visa support for employees placed in specialized positions that are continuing regular University appointments.***

### DUTIES AND RESPONSIBILITIES

#### Advising

- Provide leadership for campus academic advising and student success needs, in addition to supporting other units in facilitating effective student advising and success initiatives.
- Develop and implement short and long-term student success and advising initiatives.
- Collaborate with state, local and tribal stakeholders to develop and implement initiatives related to student support, skill development, access and best practices connected to student success.
- Author quarterly and/or annual institution reports for executive staff outlining student success trends on campus.

- Author department policy as needed, in addition to proposing campus-wide policies pertaining to student success and advising on campus.
- Serve as a resource to faculty and staff on best retention and student success practices, including making presentations and developing written materials

#### Leadership and execution of student success initiatives

- Serve as the FERPA compliance liaison to the Registrar's Office and assign operator security profiles to student records users and monitor the system to prevent unauthorized access to WCS records.
- Support various programs such as SOAR, TSOAR, Move-in Day, New Student Week, and other recruitment activities as assigned.
- Advise at-risk students regarding university education requirements, withdraw processes, and university petitions, in addition to students on academic warning and probation.
- Maintain office and program budgets in order to optimize student services.

#### Supervision/Management

- Hire, train, and supervise academic and student success advisors, office staff and student office specialists.
- Foster strong teamwork through training, staff development and continuous feedback.
- Facilitate staff meetings in the Student Success and Advising Office.

### **APPLICATION PROCESS**

*You may submit all materials online at [www.wou.edu/prostaffapp](http://www.wou.edu/prostaffapp)*

#### **Required Application materials (PDF preferred):**

- 1) WOU Employment Application form (available at [www.wou.edu/prostaffapp](http://www.wou.edu/prostaffapp))
- 2) Letter of application (*for each of the required and preferred qualifications, please address how your experiences, accomplishments, or training are related.*)
- 3) Resume
- 4) Contact information for three references
- 5) Copy of unofficial transcript for highest degree earned

***As an alternative, you may submit application materials to:***

**S1828, Director, SSA**, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; **OR** e-mail to [employment@wou.edu](mailto:employment@wou.edu); **OR** fax to: 503-838-8144.

**Western Oregon University is an AA/EO/Veteran/Disability employer  
committed to increasing the diversity of its workforce.**