



Tutoring Coordinator/Academic Success Advisor

Department: Student Success and Advising

Recruitment #: S1906

Closing Date: Preference to applications received by **March 1, 2019**. Position open until filled.

Western Oregon University (WOU) is seeking a full-time, 12-month, annually renewable position in the Student Success and Advising (SSA). Student Success and Advising coordinates academic advising, student success, and tutoring at WOU, and serves as a resource to students and teaching faculty.

QUALIFICATIONS:

- Bachelor's degree
- Demonstrated experience or training in social justice or diversity within the last five years
- Familiarity with information technology, including Microsoft Office and other web applications,
- Excellent written and verbal communication skills
- Demonstrated use of advanced problem-solving skills

Preferred qualifications:

- A master's degree in ethnic studies, mental health, education, or social work, or related field
- Professional experience working in an advising, student success, tutoring, or retention role within higher education
- Experience utilizing *Grades First* early alert/student success software or similar systems
- Familiarity with Banner SIS/DegreeWorks
- Experience coordinating tutoring or other peer-to-peer programs
- Bilingual, with preference toward American Sign Language or Spanish

*****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:

Tutoring Coordination

- Serve as direct point of contact for tutoring services provided by SSA
- Collaborate with other tutoring centers at WOU to identify best practices and coordinate tutoring efforts to best meet student needs
- Identify areas where tutors are needed and hire, train, and supervise tutors
- Manage tutor scheduling and payroll
- Oversee tutoring services supplies and student pay budget
- Work with the SSA Director to develop a continuous assessment cycle and measures for tutoring services
- Develop and implement strategic plans based on assessment results

Advising

- Provide proactive and intrusive advising for students with academic risks and those assigned to SSA
- Manage students in crisis or who are experiencing hardship and collaborate with other campus resources
- Advise students referred to SSA by faculty and staff through the early-alert Wolf Connection System (WCS) and students placed on academic warning, probation, and suspension
- Teach Academic Success and/or Learning Seminar courses as needed

Campus Department Support

- Serve as a resource to faculty and staff on best retention and student success practices which includes making presentations and developing written materials
- Support various programs such as New Student Week, Preview Days, Summer Orientation, Registration, and Advising (SOAR, Transfer SOAR (TSOAR), and other recruitment activities
- Coordinate outreach efforts with on-campus departments to connect students with SSA services

Special working conditions:

Regular office hours (8am – 5pm). Occasional weekend and evening hours will be required.

APPLICATION PROCESS

You may submit all materials online at www.wou.edu/prostaffapp

Required Application materials (PDF preferred):

- 1) WOU Employment Application form (available at www.wou.edu/prostaffapp)
- 2) Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community.
- 3) Resume
- 4) Contact information for three references
- 5) Unofficial copy of transcript for highest degree earned

As an alternative, you may submit application materials to:

Submit to: **S1906, Tutoring Coordinator/Academic Success Advisor** Human Resources Office, Western Oregon University, 345 N. Monmouth Ave., Monmouth, OR 97361; OR you may e-mail as an attached document to employment@wou.edu OR fax documents to 503-838-8144.

**Western Oregon University is an equal opportunity employer
committed to increasing the diversity of its workforce.**