Western Oregon University

Student Success Specialist

Department: Academic Advising and Learning Center
Annual Salary: $37,500
Recruitment #: S1632
Closing Date: Review of applications begins immediately. Open until filled.

Western Oregon University (WOU) is seeking a full-time, 12-month, annually renewable position in the Academic Advising and Learning Center (AALC). Academic Advising and Learning Center 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 working with at-risk populations, such as individuals from diverse social, economic, ethnic, academic, or cultural backgrounds. This may include an internship or practicum.
- Familiarity and expertise with information technology, including Microsoft Office and other web applications, and the level of quantitative skills necessary to create accurate data summaries and reports
- Commitment to professional development
- General knowledge of the CAS academic advising standards and practices, NACADA core values, and the mission and values of Western Oregon University.
- Excellent written and verbal communication skills
- Valid drivers’ license for local travel to community colleges

Preferred qualifications:
- A master’s degree in Counseling, Mental Health, Education, or Social Work
- Experience working in a professional capacity in higher education
- Experience utilizing Grades First early alert/student success software or similar systems
- Skilled in effective listening and effective written and oral communication
- Bilingual in Spanish/English

DUTIES AND RESPONSIBILITIES:
- Identify students academically at risk utilizing Grades First Retention System
- Advise students with academic risk, those referred to the Student Success Specialist by faculty and staff, the most at-risk conditionally admitted students during their first year at Western, and those placed on academic warning, academic probation/suspension
- Advise current and prospective students either by appointment or drop-in, concerning degree requirements and application procedures
- Serve as a resource to faculty and staff on best retention and student success practices which includes making presentations, developing written materials, and a web page
- Assist in the assessment of Wolf Connection System (WCS) data and other student information system information
- Co-author quarterly and/or annual departmental and institutional reports for executive staff
- Assist supervisor to work with student service departments to develop programs and interventions to support at-risk populations
- Conduct general advising sessions; support various programs such as Preview Days, SOAR, TSOAR, and other recruitment activities
- Teach Academic Success and other AALC classes

Special working conditions:
Regular office hours (8am – 5pm). Some weekend and evening hours will be required. Community colleges outreach visitations and travel to attend conferences and workshops may be necessary.

TO APPLY SUBMIT THE FOLLOWING:
- WOU Employment Application Form (www.wou.edu/prostaffapp)
- Cover letter
- Resume
- Contact information for three references
- Unofficial copy of transcripts for highest degree earned

Submit to: S1632, Student Success Specialist, 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.