



## Job/Position Description

### Director of the Student Success Center

#### APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), cover letter, resume/curriculum vitae, three references, teaching philosophy, and your salary requirements. Please email your application materials to [hr@kwu.edu](mailto:hr@kwu.edu).

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until job is filled.
- Interviews will begin when qualified applicants are identified, and continue until the job is filled.
- The job starts as soon as possible.

**KWU is an Equal Opportunity Employer and encourages diversity in employment.** We will not check references or past employers without first notifying you of our intent to do so. We will acknowledge receipt of your application as soon as we receive it.

#### ADMINISTRATIVE INFORMATION

**JOB TITLE:** Director of the Al Nelson Student Success Center

**JOB'S OPERATING GROUP:** Provost's Office

development and delivery of the entire academic program at KWU. This includes the determination and selection of all faculty, the design and delivery of all academic curriculum, and the design and delivery of all information services required to support these academic services. In addition, the Provost Group is responsible for all academic assessment and to ensure University accreditation and increased student success in all academic areas of the University.

**JOB'S DEPARTMENT:** Al Nelson Student Success Center

**DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES:** To support students in academic and personal success both during their time at KWU, but also in preparation for life and career success.

**JOB'S DIRECT SUPERVISOR:** Provost

**DATE JOB LAST REVIEWED OR ANALYZED:** April 2022. Dr. Damon Kraft, Provost

**JOB'S EMPLOYMENT STATUS:** Staff, Full-Time, Exempt, At-Will

**JOB'S SALARY OR SALARY RANGE AND BENEFITS:** Salary to be determined at hiring based on the person's qualifications and experience. Please submit your desired salary with your application and supporting documents. Benefits are dependent on the job's employment class and employment status.

#### POSITION INFORMATION

**POSITION SUMMARY:** The Al Nelson Student Success Center is a hub of KWU's commitment to supporting our students in pursuing their career and life goals. The Center encourages engagement with all students to foster exceptional classroom performances and deeper out-of-class preparation. Services of the Center include student success coaching, advocacy, and support of learning differences, coaching in study skills, writing and mathematical literacy, and general success strategies.

**POSITION WORKS WITH:** The faculty, advisors, and staff in K-Dub Hub, Student Development, and Admissions.

**POSITION'S STAFF AUTHORITY:** Staff in SSC, which may include a GA.

**POSITION'S BUDGET AUTHORITY:** SSC budget

**POSITION'S PHYSICAL WORKING CONDITIONS:** Approximately 95% of time spent in a temperature controlled office environment and 5% of the time spent around campus.

**POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS:** None

**POSITION'S EQUIPMENT:** University's phone and computer systems.

**POSITION'S WORK SCHEDULE:** A flexible work schedule of approximately 40-45 hours per week requiring working some nights and weekends to accommodate student need.

**TRAVEL REQUIREMENTS:** Rarely, and usually only for professional development.

## POSITION DUTIES AND PERFORMANCE STANDARDS

### **POSITION'S ESSENTIAL DUTIES:**

1. **Student Success Leadership (60%):** Champion student success initiatives at the university. This encompasses leading the university's efforts with student success coaching of first-year students, while developing and maintaining a comprehensive program around this initiative with on-going training for support staff. Assessment of this program, as well as assessment of data related to persistence and retention, are expected activities. Further, the director will lead training and supervision of tutors working in the SSC.
2. **Teach and advise (20%):** Develop and teach INTD 090; serve as advisors for provisionally admitted students and other students as assigned.
3. **Serve on campus committees (5%):** Be an active member of committees as assigned by the Provost.
4. **Staffing the Al Nelson Student Success (10%):** Ensure that the proper programs and services are being offered to meet the needs of students and the goals of the Center. Includes finding qualified individuals to tutor and provide supplemental instruction, and other needed programs/services.

### **JOB'S OTHER DUTIES:**

1. **PERFORM OTHER APPROPRIATE AND REASONABLY REQUIRED DUTIES AS ASSIGNED BY THE JOB'S SUPERVISOR (5%).**

**JOB'S PERFORMANCE MEASURES AND STANDARDS:** Actual performance standards for each measure will be set at least annually after consultation between the job holder and their direct supervisor based on the job holder's existing qualifications and experience.

1. Regular direct report meetings with the Provost and VP for Student Development

## POSITION QUALIFICATIONS

### **EDUCATION:**

- MINIMUM REQUIRED: Master's Degree
- PREFERRED: Doctoral Degree

### **CERTIFICATIONS AND LICENSES:**

- MINIMUM REQUIRED: None
- PREFERRED: None

### **WORK EXPERIENCE:**

- MINIMUM REQUIRED: Three years' experience working in education.
- PREFERRED: None.

### **KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA's:**

- MINIMUM REQUIRED
  - Commitment to the philosophy of private higher education and the mission of the University.
  - Knowledge and understanding of student success strategies and best practices.
  - Demonstrated ability to produce high-quality work while working independently or with limited supervision.

- Demonstrated ability to maintain a high degree of confidentiality.
- Demonstrated ability to prioritize multiple and sometimes conflicting projects and responsibilities.
- Demonstrated high level effectiveness in using Word, Excel, Power Point, and Outlook.
- PREFERRED
  - Demonstrated ability to create and organize effective, efficient, and detailed student success center operation; and to do so with limited supervision.

#### NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a Christian institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.
6. All items created by this position are the sole property of Kansas Wesleyan University.