



EMPLOYMENT OPPORTUNITY

Date: February 2019

Open until filled

If you have questions regarding this position please contact Christy Martin cmartin@multnomah.edu, 503.251.6501

Job Title: Part-time Student Success Coordinator

Reports To: Associate Dean of Student Success (ADSS)

Mission: *This Student Success Coordinator is a part-time Student Life staff member tasked with providing academic assistance to students and providing the Student Success Center with administrative support and program implementation for 20 hours/week.*

Availability

This employee must be present in the Student Success Office at least four days per week, five is preferred. Specific hours and days are flexible.

Coordinate intrusive, highly individualized student academic support (40% academic year, 10% summer)

- Provide general academic support to all students.
 - Meet with individual students regarding academic concerns (via appointment or drop-in).
 - Assist students in identifying primary barriers to academic achievement.
 - Develop students' competence navigating the institution.
- With all members of the Student Success team, respond to early alert notifications and mid-semester grade information.
- Collaborate and communicate with other departments to ensure that each student's individual situation is thoroughly understood by both the student and the Student Success Center personnel.
- Think strategically and critically about the needs of underrepresented students at MU and how to meet them. Advocate for changes or programming needed to Associate Dean of Student Success.
- Refer students to other departments and support services (e.g. counseling, disability services, faculty, and academic advising) as needed.
- Run Study Halls on campus as assigned by the Associate Dean of Student Success.

Provide administrative support to the Student Success Center (40%)

- Proctor exams in the Testing Center.
- Schedule testing, tutoring, or other appointments as needed.
- Assist ADSS with compiling and analyzing both qualitative and quantitative assessment data.
- Assist walk-ins with general questions, providing resources and scheduling appointments as necessary.
- Fulfill other administrative duties as needed and/or assigned.

Coordinate New Student Orientation programs (10% academic year, 40% summer)

- Assist the ADSS with the planning and implementation of all New Student Orientation programs for undergraduate, graduate, and seminary students. This includes:
 - Evaluation of the previous year's programs
 - Tracking a task timeline
 - Budget tracking
 - Coordinating volunteers and student leaders for events
 - Managing logistics and ensuring follow through on delegated responsibilities

MULTNOMAH UNIVERSITY

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Participate as directed in student success and multicultural engagement programming efforts (5%)

- Participate in the planning and implementation of proactive student success programming.
- In collaboration with other departments on campus, participate in the planning and implementation of multicultural engagement programming.

Serve as a member of the Student Life department (5%)

- Participate in training and staff orientation activities.
- Attend bi-monthly meetings and participate in department initiatives.
- Perform other duties as assigned.

Qualifications:

Job-specific Requirements:

- Bachelor's degree required
- Approachable and able to work with students and colleagues in vulnerable settings
- Knowledge of student success strategies and willingness to learn new things
- Culturally responsive, humble, and competent
- Committed to creating equity amongst diverse student populations
- Demonstrated ability to complete administrative tasks and manage time effectively
- Excellent written and oral communication skills
- Socially discerning and an excellent listener
- Thorough and conscientious
- Able to navigate ambiguity well
- Proficiency in the use of Microsoft Office such as Outlook, Excel, Word, Power Point, etc.
- Consistent willingness to serve students
- Ability to relate to students and role-model healthy Christian living
- Knowledge of and commitment to the ministry and mission of Multnomah University

Preferred Qualifications:

- *2-4 years' experience working with university populations*
- Prior experience working with at-risk student populations and implementing interventions
- Prior experience in student success advising/coaching
- Master's degree in higher education, student development, social work, or related field

General Employment Requirements:

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a truly Christian university, and that not only teachers, but all employees, by the pattern of their lives, serve as role models to our students, all employment positions at Multnomah University contain the following statements relating to required personal qualities:

- Employees will have received Jesus Christ as his/her personal Savior. John 1:12
- Employees will be in basic agreement with the institution's doctrinal statement.
- Employees will believe the Bible is God's Word and standard for faith and daily living. 2 Tim. 3:16-17
- Employees will be a Christian role model in attitude, speech and actions towards others. This includes being committed to God's biblical standards for morality and sexual conduct. 1 Tim. 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, 1 Thess. 2:10 and 5:22.
- Employees will be actively involved in a local church.

This is a part time support staff position with the benefits of paid holidays, vacation accrual, paid sick time and access to participate in the 403b Retirement Plan, it is not eligible for Tuition Benefits.

To Apply: [Click Here for Online Application](#)

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