

Director of Student Success
Tabor College
Hillsboro, KS

Job Overview:

The Director of Student Success works with various stakeholders within the institution to assess student needs, develop individualized plans for success, make appropriate referrals and monitor progress toward academic goals. Ensure the ongoing infusion of excellence and hospitality within the Student Success office in alignment with the Mission, Vision, and Core Values of Tabor College. Coordinates the collection, analysis, and use of data to improve student persistence. Provides support for student retention and persistence efforts. Provides leadership and oversight for all programs pertaining to Student Success office. Provides academic assistance for students and extends disability support to students.

Job Description:

1. Coordinate Academic Probation Program / Meet weekly 25-30 students weekly for mentoring;
2. Manage Student Interventions/Early Alert System;
3. Coordinate referrals for students requesting mental health services;
4. Support at-risk students by connecting them with campus services;
5. Oversee Tutoring Program: Hire and train tutors, match students in need of tutoring, coordinate study groups, communicate with faculty and coaches, etc.;
6. Coordinate accommodations for students with disabilities;
7. Collaborate with academic leaders to create and implement success initiatives including the first-year experience, learning skills, and career preparation;
8. Maintain, analyze, and interpret data to identify opportunities and develop strategies to advance academic achievement, student success and persistence.
9. Use data to assess the effectiveness of academic and support services, and develop department and personnel goals that align with the College's strategic goals;
10. Demonstrate excellence and hospitality in accordance with the College's values. Demonstrate professionalism, positive working relationships, quality customer service, and the ability to make decisions and solve problems to help students succeed academically;
11. Maintain confidentiality, positive communication, accurate records, and an organized, safe working environment;
12. Freshmen Orientation, First Year Experience Course – Course Preparation and Instruction, event participation, and training Peer Mentors;
13. Transfer Student Orientation including teaching Transfer Student Orientation Course;
14. Monitor Attendance Reports and Communicate with faculty/coaches;
15. Residual ACT Supervisor, Administer October ACT;
16. Seat on Enrollment Management Committee and Appeals Committee;

17. Oversee Placement testing (Accuplacer/Next Gen);
18. Assist with retention initiatives.

Qualifications:

1. As a decidedly Christian college, Tabor requires employees to articulate personal faith in Jesus Christ;
2. Bachelor degree with significant relevant experience required. Master's preferred in Student Affairs, Counseling or related field;
3. Education and/or experience working with persons with disability;
4. Excellent interpersonal skills that demonstrate a student-first attitude and can work through challenging student dynamics;
5. A commitment and desire to help students from diverse backgrounds;
6. Proficiency with MS Office suite, (Word, Outlook, Excel, PowerPoint) and comfortable with navigating and maneuvering other databases and software, becoming proficient with Tabor's systems within a short period of time
7. Ability to juggle responsibilities in a high-volume, fast-paced work; environment with constant communication or in-person contact with students daily;
8. Ability to handle different avenues of communication (i.e. social media, texting platforms, email, etc.);
9. Agile, perceptive, and results-oriented;
10. Excellent planning, organizational, multi-tasking, case-management and follow-up skills;
11. Strong attention to detail and analytical;
12. Strong time management skills that ensure the ability to meet required timelines;
13. Excellent verbal and written communication skills;
14. Ability to work independently, collaboratively, and cooperatively as a team member and willing to learn and work with other departments across campus.

Full time, 12 month

Start Date: July 1, 2019

To Apply: Qualified and interested candidates should submit a cover letter, resume and references to Ruth Funk by email at ruthf@tabor.edu.