

# Coordinator of Student Success & Retention

The Coordinator of Student Success & Retention acting under the direction of the Assistant Vice President of Enrollment Management, is responsible for operation of the Student Success & Academic Advising Office as well as Disability Services for Missouri Valley College.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide leadership for the SS/AA department. Supervise, manage, evaluate, select, hire and train all SS/AA personnel
- Develop, execute and assess office policies, procedures and data processing systems for the SS/AA Office
- Direct and oversee the marketing, event coordination, website and publications for the SS/AA office
- Development, manage, and adhere to the departmental budget, including accurate forecasting of needs
- Track and Report and coordinate case management for absence monitoring, at risk student outreach,
- Coordinate and Plan Advising Vikings ongoing training, workshops, manual updates,
- Serve as Coordinator of Disability Services
- Participates in Institutional Strategic Planning, Enroll Management, and Student Services Planning.
- Present the college with studies, reports, and analysis of admissions data as requested
- Attend, present at, and assist in coordinating campus recruiting, retention, and community events as needed
- Perform other related duties as required or assigned

**Competencies:** Leadership/Influence, Teamwork, Commitment to Task/Action Oriented/Initiative, Customer Focus, Organization/Planning, & Problem Solving/Analytical Skills/Critical Thinking,

**Skills & Abilities:** Excellent communication and managerial skills. Ability to formulate and articulate policies, procedures, expectations, and practices. Strong analytical, problem solving, mathematical/statistical, time management and organizational skills. Ability to use technology efficiently and appropriately.

## MINIMUM QUALIFICATIONS:

- Bachelor's degree required with a major in a related field.
- One to three years' experience in an educational setting or related field preferred
- One to three years' experience in Academic Advising, Student Success/Retention, Disability Services, Career Services.related area preferred
- Demonstrated knowledge of the responsibilities and skill required to fulfill the position responsibilities.
- Demonstrated knowledge and skills in the use of a computer for word processing, database management, and online student management
- Demonstrated effective communication skills, both oral and written.
- Demonstrated commitment to learning.
- Demonstrated commitment to the Liberal Arts College philosophy.
- Demonstrated commitment to assisting students, faculty and staff.
- Demonstrated effective interpersonal and communication skills.
- Demonstrated effective leadership and team building skills.
- Demonstrated effective organization skills.
- Demonstrated commitment to professional development.

## PREFERRED QUALIFICATIONS:

- Three to five years' experience in an educational setting or related field preferred

- Three to five years' experience in a leadership/supervisory position in admissions, academic advisement, admissions recruitment, career counseling or related area preferred
- Master's degree in a related field
- Experience working at a Private Liberal Arts institution

Office hours are 8:00 AM-4:30 PM, however, nights and weekends are typical.

Salary commensurate with experience

Immediate application is encouraged. Position open until filled.

Please submit: Cover letter, CV/resume, contact information for 3 professional references, and unofficial transcripts to Dr. Mindy Maddux, Assistant Vice President of Enrollment Management at [madduxm@moval.edu](mailto:madduxm@moval.edu)