

Student Success Counselor Job Description

Missouri Valley College is a private, coeducational, career-oriented, liberal arts college with growing national and international outreach, a destination for students from all fifty states and forty foreign countries. Known for its dynamic, richly diverse, and friendly educational environment, the College prepares students to succeed in a knowledge-based global society. With a student body of some 1,400, on a beautiful campus in west central Missouri, Missouri Valley College has been continuously accredited by the North Central Association of Colleges and Schools since its inception in 1889.

Position Summary

The Student Success Counselor will report to the Associate Dean of Students for Student Success and Retention. The position is responsible for providing student-centered support for retention efforts as well as academic advising for Freshmen and Sophomore students. The counselor will also assist in orientation weekends at the beginning of each academic semester. Duties will vary based on specific assignment. Assignments may be changed at any time during employment based on needs.

Responsibilities

- Manage the early alert system which involves attendance monitoring, academic alerts and progress reports
- Provide educational and emotional support to ensure students' success in the academic and social college environment
- Ensure personal success of students through identifying personal/career goals and plan of action based on individual strengths and needs
- Serve on the Satisfactory Academic Progress committee (SAP)
- Provide academic advising and schedule new students for their freshman and sophomore year classes
- Participate in Student Success activities including freshman orientation, international student orientation, freshman seminar, etc
- Conduct exit surveys and counsel students who are leaving MVC
- Contact students who have not completed enrollment for the next semester
- Accept "Action Taken" from advisors
- Contact students who have academic alerts
- All other duties as assigned

Qualifications

A Bachelor's degree is required, Master's degree preferred, with work experience in higher education. Demonstrated knowledge of the responsibilities and skills 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 verbal and written.

Application:

To apply, submit a letter of application (cover letter), detailed resume and contact information for three professional references to: Mr. Heath Morgan, Vice President of Student Affairs, 500 E. College Street, Marshall, MO 65340 or e-mail morganh@moval.edu. This position will remain open until filled.