**Student Success Coordinator**

**Please see Special Instructions for more details.**

When applying you will be required to attach the following electronic documents: 1) A resume/CV that includes the names of at least three professional references, their e-mail addresses and telephone contact numbers (upload as “Other Document” if not included with your resume/CV). 2) A cover letter indicating how your qualifications and experience have prepared you for this position and a statement of experience and career goals. 3) Statement outlining how your experience, education, and/or training might help us build a more inclusive, collaborative and diverse community. (upload as Diversity Statement) For additional information please contact: Jennifer Cohen at 541-737-6292. OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU STANDARD 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement.

**Position Details**

**Position Information**

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| **Department** | College of Engineering (ENG) |
| **Position Title** | Coordinator-Student Service |
| **Job Title** | Student Success Coordinator |
| **Appointment Type** | Administrative/Professional Faculty |
| **Job Location** | Corvallis |
| **Position Appointment Percent** | 100 |
| **Appointment Basis** | 12 |
| **Faculty Status** | Regular |
| **Tenure Status** | Fixed-Term |
| **Pay Method** | Salary |
| **Recommended Full-Time Salary Range** | $41,664-$60,000 |
| **Position Summary** | The College of Engineering is seeking a Student Success Coordinator. This is a full-time (1.00 FTE), 12-month, fixed term professional faculty position. Reappointment is at the discretion of the Dean.  Reporting to the College of Engineering’s new Assistant Dean—Academic Programs, the Coordinator’s purpose is to improve the academic success of all undergraduate Engineering students, to operate the academic integrity program, and advance the college’s coordination of scholarships and awards. The Coordinator designs and implements activities that improve student experience, retention, and degree completion. The Coordinator also builds and administers tools to evaluate the efficacy of improvement efforts.  The College is committed to building a community of faculty, students, and staff that is increasingly more inclusive, collaborative, diverse, and centered on student success. As such, we seek applicants who will broaden our capacity to advance student success across individual identities, and facilitate the continuous improvement of teaching and learning in the College. |
| **Position Duties** | 50% – Student Success Program Administration Design, implement, and assess strategies to improve student academic performance, persistence, and retention. This includes coordinating and managing tutoring, supplemental instruction, study tables, learning assistant training, etc. Partner with COE, campus and community stakeholders in creation and deployment of interventions. Identify barriers to success with focus on historically underrepresented student populations. Craft and monitor status reports that indicate students who may be at risk. Notify students who reach pre-determined performance thresholds. Refer students to campus resources beyond academic counseling.  30% – Coordinate Academic Integrity Program Operates Engineering’s academic integrity program. Performs fact-finding and documents results; advocates for students and faculty in the AD process. Recommends fair, consistent and defensible actions. Tracks and reports on AD statistics. Works with Office of Student Conduct and Community Standards to develop systems. Refers at-risk students to University and community resources.  10% – Scholarship and Awards Management  Advocates and monitors for diversity and equal access across scholarships and awards. Coordinates application and awards of scholarships and fellowships; monitors scholarship funds. Liaises with campus and COE stakeholders to assure award compliance. Projects scholarship award amounts and verifies donor criteria before awarding. Manages and approves fund disbursement; audits accounts. Oversees scholarship fundraising and donor recognitions. Collects scholarship data and prepares reports for college and campus stakeholders.  10% – Collaboration Collaborate with School, College, and campus student service personnel to develop programs and events beneficial to all students’ success. Represent COE on select committees and task forces as assigned. |
| **Minimum/Required Qualifications** | • Bachelor’s degree in engineering, student services or a related field. • Experience working effectively with stakeholders from diverse backgrounds, and in the promotion and enhancement of diversity in the workplace. • Experience working with academically at-risk students in an advisory capacity. • Experience engaging in full cycle assessment including developing learning outcomes, assessing program effectiveness, and writing reports. • Proficiency in email, word processing, spreadsheet, and presentation software such as Microsoft Office or Google Apps. • Experience planning and implementing educational programming and/or other events to improve student success. • Experience working with students who are traditionally underrepresented in higher education. • Experience managing multiple concurrent short- and long-term projects. • This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OAR 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. |
| **Preferred (Special) Qualifications** | • Master’s degree in a field related to position. • Experience developing and administering evaluation tools such as surveys. • Experience performing basic statistical analysis. • Experience in academic advising. • Experience working with college students in technical fields. |
| **Working Conditions / Work Schedule** | Occasional evening and/or weekend work. |
| **This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.** | No |

**Posting Detail Information**

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| **Posting Number** | P01755UF |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 01/16/2017 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 11/21/2017 |
| **Full Consideration Date** |  |
| **Closing Date** | 12/13/2017 |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants |
| **Special Instructions to Applicants** | When applying you will be required to attach the following electronic documents:  1) A resume/CV that includes the names of at least three professional references, their e-mail addresses and telephone contact numbers (upload as “Other Document” if not included with your resume/CV).  2) A cover letter indicating how your qualifications and experience have prepared you for this position and a statement of experience and career goals.  3) Statement outlining how your experience, education, and/or training might help us build a more inclusive, collaborative and diverse community. (upload as Diversity Statement)  For additional information please contact: Jennifer Cohen at 541-737-6292.  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU STANDARD 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement. |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter
3. Diversity Statement

**Optional Documents**

1. Other Document 1 (see Special Instructions)