



TITLE: STUDENT SUCCESS ADVISOR
DEPARTMENT: STUDENT SUCCESS CENTER (SSC)
CLASSIFICATION: EXEMPT
REPORTS TO: CHIEF ENROLLMENT/RETENTION OFFICER
SUPERVISES: Student Workers for specific programs/activities
LAST UPDATED: April 4, 2019

SUMMARY OF RESPONSIBILITIES

Reporting to the Chief Enrollment/Retention Officer, the incumbent is responsible for delivering an integrated set of academic and co-curricular support services through a holistic and culturally relevant approach, focused on helping Native students succeed in college. In collaboration with the Director, the incumbent will provide support to students in all aspects of successful transition to college life, which includes:

- Weekly support group (Talking Circle) and Blue Corn Mornings during mid-term and final exams
- Orientation -lead for programs at multiple points throughout the year
- Alpha Chi Honor Society Advisor
- Early Alert Program-lead
- Mentoring Program-lead
- Pantry Program-lead
- Oversight of the Accuplacer Testing program
- Contribute to all other retention-related efforts.

Additionally, the incumbent collaborates closely with Faculty, Learning Specialists (tutors), SSC/Admissions staff and others. The incumbent is also responsible for the selection, training, and supervision of Student Orientation Leaders each semester in preparation for Orientation, and Mentors for the mentoring program. Incumbent must understand and support IAIA's mission, vision and core values.

ESSENTIAL POSITION FUNCTIONS

- Effectively, plan, organize and lead Orientation Programs prior to the start of each semester for new freshmen and transfers, and coordinate planning with various campus departments, to have in place all the logistical resources and related personnel; manage social media outreach related to Orientation Programs.
- Coordinate weekly support group (Talking Circle) to support students in a confidential and safe environment.
- Develop, organize, implement and lead the Center's Mentorship Program aimed at increasing student participation and retention, including reporting on the program's progress each semester and data metrics on retention.
- Serve as primary advisor to Alpha Chi honor society.
- Contribute in highly collaborative manner to all SSC program development, implementation and assessment.
- Support other Retention programs under direction of the CERO.
- Select, train and supervise Work Study student(s).
- Serve on key committees to facilitate effective liaison between the SSC and all segments of the college community.
- Effective public advancement of Center's role to external colleagues and constituencies.
- Effectively perform basic administrative functions, create effective meeting agendas, facilitate meetings, and document activities and services.
- Perform other duties as assigned/required, including back-up for SSC functions as needed.

REQUIRED EDUCATION AND EXPERIENCE

Requires a BA in Education or a related field, with at least four (4) years in a Tribal College or other Native American postsecondary student support program involving transition to college, intervention, remediation, retention, mentoring, or

student success in college.

REQUIRED ABILITIES, KNOWLEDGE AND SKILLS

- Demonstrated ability to meet program objectives in a timely, effective and accurate manner.
- Demonstrated background in creating and implementing effective Orientation and mentoring programs for college-level students.
- Demonstrated ability to plan, organize and implement support programs which will foster student retention and academic success, such as a Mentor Program.
- Demonstrated experience in developing, organizing and leading college success programs for students.
- Ability to effectively train Orientation Leaders, Peer Mentors, and other student workers.
- Proven team and leadership skills, to contribute to the development, implementation and assessment of SSC's programs.
- Proven communication skills to effectively disseminate SSC's mission and purpose.
- Demonstrated knowledge and experience in programmatic content of student learning support needs and services.
- Knowledge of national organizations for college success and understanding of students in transition.
- Demonstrated ability to effectively and successfully work with college-level students.
- Ability to work successfully with colleagues, IAIA administration, faculty, staff, and alumni.
- Understanding of Tribal College mission and context.
- Ability to work periodically on weekends and evenings for specific events or activities.
- Adhere to appropriate professional standards of conduct and ethics, including confidentiality, integrity, and honesty; follow directives; adapt to a changing work environment; cooperate and work respectfully with others; participate in meetings as required.

WORKING CONDITIONS

- Position requires extensive interpersonal interactions with a wide range of individuals in a leadership and team organizing role.
- Communication functions include creating effective program agendas, meetings and documentation of assigned projects, programs, activities and services.
- Effective communication skills using the spoken and written word at the collegiate level.
- Read, evaluate and interpret a wide range of academic and co-curricular information effectively/efficiently, related to college retention and student support services.
- Occasional out-of-town travel for meetings or conferences.
- May sit at a desk for extended periods of time.
- Ability to reach for, grasp and extend hand or arm in any direction as part of completing essential clerical tasks.
- Ability to effectively utilize a keyboard/computer for extended periods of time.
- Ability to receive, interpret and respond to information communicated in various forms (verbal, written, etc.).
- This description is a general statement of required major duties and responsibilities performed on a regular or continuous basis.
- There may be other duties as assigned.
- Management has the authority to change/augment/revise the function and duties of this position, with or without notice.
- This job description does not constitute an employment agreement.