COORDINATOR OF STUDENT SUCCESS: FIRST YEAR/TRANSFER EXPERIENCE

Department: Office of Student Success

Reports To: Director of Student Success

Position Summary: The Coordinator of Student Success: First Year/Transfer Experience reports to the Director of Student Success and works collaboratively with the Division of Student Engagement. This position aids first year and transfer students to transition to North Park University to ensure early academic success and retention. The Coordinator of Student Success will assist with planning and execution of student cohort programming as well as development of university cross-departmental partnerships.

Responsibilities:
- Learn advising model to provide guidance to students regarding academic major, parallel programming, class registration and co-curricular participation
- Oversee social and academic integration of COMPASS Scholars into the University System
- Evaluation of the First Year/Transfer student experience
- Assist in the planning and coordination of the New Student Orientation Programs
- Training of peer mentors
- Creation of First Year programming that integrates co-curricular and curricular offerings for first-year and transfer students
- Identify factors impacting student success and retention as they relate to first year students
- Assess student learning, program satisfaction and overall effectiveness of North Park’s orientation and transitional programs
- Other tasks as assigned by the Director of Student Success pertaining to student retention and persistence towards graduation

Essential Qualifications:
- Ability to work effectively in a diverse and team-oriented work environment
• Sensitivity to intercultural and gender issues
• Supportive of diverse and underrepresented populations
• Communication with students’ administrators, faculty and staff
• Prior experience advising undergraduate students
• Previous experience with orientation programs for student development is a plus
• Bachelors degree required
• Appreciation for, personal commitment to, and ability to effectively articulate North Park’s mission to Christian higher education

NOTE: Nothing in this job description restricts the supervisor’s right to assign or reassign duties and responsibilities to this job at any time.