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 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 in their 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:

- Implement advising model in collaboration with Student Engagement, Academic Affairs, and Enrollment Services to provide guidance to students regarding academic major, parallel programming, class registration and co-curricular participation
- Oversee the planning and execution of the COMPASS Scholars Program, a yearlong cohort for provisionally admitted students beginning with a nine-day, intensive, residential bridge program which integrates the social and academic preparation their first year of college.
- Collaborate with cross-departmental team in the planning and coordination of Threshold, North Park’s new student orientation program.
- Training, professional development, and supervision and of First Year and Compass peer mentors
- Coordination of First Year Experience programming that integrates co-curricular and curricular offerings for first-year and transfer students
- Assessment of first-year student retention and success and effectiveness of first-year orientation and programming
- 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
- Competency in working with diversity along multiple dimensions: first-generation college students, race, ethnicity, immigration status, gender, sexuality, and ability status.
- Excellent written and verbal communication skills, including the ability to reach multiple audiences, i.e. administrators, faculty, staff, and students.
- Prior experience advising undergraduate students
- Experience with assessment and best practices in student development/student affairs
- Previous experience with orientation programs for student development is a plus
- Bachelor’s degree required
- Appreciation for, personal commitment to, and ability to effectively articulate North Park’s mission to Christian higher education

Application Deadline: December 2021

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