

POSITION DESCRIPTION

TITLE: Associate Director of Student Success Services - (Exempt)

Collective Bargaining - Ineligible - Confidential

Definition - The Board approved definition of a confidential employee is an employee who has access to confidential or discretionary information regarding legal advice or the development or formulation of policy or procedures pertaining to labor relations or budget formulation and implementation; OR, whose functional responsibilities or knowledge concerning employee relations makes the employee's membership in an employee organization incompatible with the employee's duties; OR, who performs the functions of an executive secretary/administrative assistant/office administrator to the president, vice president, or dean [CEO and/or Officer] of St. Mary's College as defined by the Board of Trustees of St. Mary's College of Maryland.

This is a confidential position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

The Associate Director of Student Success Services reports to the Director of Student Success Services. The Associate Director develops, implements, and oversees programming in collaboration with campus partners that is designed to support the academic success of all students with a shared objective of reducing achievement gaps between student cohorts. The Associate Director supervises the Student Support Specialists' work. Provides general academic support including outreach, academic coaching and advising on an individual and group basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Supervises the work of the Student Support Specialist(s) to ensure supportive advising and academic coaching of all students.
- Collaborates closely with campus colleagues to leverage campus resources in the development and implementation of data-driven academic success programs that utilize best practices.
- Analyzes student academic performance data and develops individual and group programs and interventions to meet identified needs.
- Ensures that academic support programs contribute to reducing achievement gaps between student cohorts and meet the needs of individuals and specific student populations such as first-generation college students, transfer students, low-income students, and others.

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- Collaborates with campus colleagues to identify courses that need tutoring support to install timely and useful tutoring interventions for students.
- Supports the peer academic tutoring program and Peer Academic Success Strategies (PASS) Specialist program, including the recruitment, training, oversight and assessment of student tutors and PASS Specialists.
- Oversees the Monument Scholars Program.
- Resolves academic progression and advising-related issues.
- Develops, provides and assesses student success workshops.
- Represents the Office of Student Success Services (OS3) at evening/and or weekend events (e.g., Open Houses, Admitted Seahawk Days, Hawktoberfest & Family Weekend, etc.).
- Responds in a timely manner to assigned student intervention activities such as early alerts and ongoing notifications. Thoroughly records all activity in the system on a timely basis.
- Provides general academic support including academic coaching and advising on an individual and group basis and coordinates academic tutoring and mentoring programs.
- Actively contributes to a positive work environment.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree required. Master's degree preferred.
- Experience: Minimum of two (2) years of full-time experience advising or counseling first-generation, at-risk, transfer, low-income, and student athletes in higher education. Relevant graduate assistantships may substitute for one year.
- Excellent written and oral communication skills.
- Excellent interpersonal skills with ability to work flexibly and effectively with various constituencies, both internally and externally.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.

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Department Head/Supervisor Approval

Date

I have received a copy of my position description and, after reviewing it with my supervisor, understand the duties and responsibilities to be performed.

During new employee orientation the human resources office gave me a copy of this position description. Should I have questions or need clarification regarding the duties and responsibilities described in this position description, I will discuss them with my immediate supervisor or the human resources officer.

Employee Signature

/_____
Printed Name

Date