

## Student Success Coordinator

<b>Classification</b>	Exempt, Full Time, 11-month
<b>Department/Division</b>	KC Pathways/Academic Affairs
<b>Reports To</b>	Director of KC Pathways

### About King's

King's College is a Catholic institution of higher education animated and guided by the Congregation of Holy Cross. King's pursues excellence in teaching, learning, and scholarship through a rigorous core curriculum, major programs across the liberal arts and sciences, nationally accredited professional programs at the undergraduate and graduate levels, and personal attention to student formation in a nurturing community. We offer competitive total rewards, tuition remission for employees and their dependents, 403(b) plans, and generous paid-time-off and holidays. Our culture is driven by our commitment to our mission, our community and our friendly, knowledgeable faculty and staff.

### EEO Statement

King's College does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors. We celebrate diversity by fostering a welcoming and inclusive environment where each member of King's College feels respected with a sense of belonging.

### Job Function

The Student Services Coordinator performs a broad range of responsibilities to meet the needs of program students including working one-on-one with new, incoming, and current students in an inclusive, holistic manner. Our coordinator works to empower students and guide them as they establish and accomplish their academic, personal, and professional goals. The individual will also advise students on academic and non-academic issues and serves as a Designated School Official (DSO) for the SEVIS immigration process for international students.

### Essential Elements

1. Assists in fostering the mission of the College, its Catholic identity, and the educational tradition of the Congregation of Holy Cross.
2. Serves as the primary Academic Advisor for a cohort of first-year international students and as a general Academic Advisor for upper-level achievement plus and international students.
  - a. Duties include maintaining and updating academic planners, coordinating, composing, and supplying documentation for external agencies, monitoring a student's academic progress and providing guidance on academic and social related issues.
3. Advises intSEVIS and students on visa documentation, explains immigration compliance requirements, maintains records in SEVIS, and assists with cross-cultural and personal adjustment matters.
4. Assist in coordinating a variety of academic, cultural, and social programs in collaboration with the Office of Multicultural Student Programs, Hispanic Outreach, the Campus Activities Office, and other areas as needed.
5. Works proactively by reviewing students' academic profiles to determine appropriate resources they may need to be successful.
6. Advocate for students and bring awareness of their needs to the campus community.
7. Establish workshops and group discussions for students, parents, and families that provide guidance and strategies for supporting students within the programs.
8. In collaboration with the Director for Achievement Plus and International Student Services, establish/maintain social media sites for the programs.

9. Connects students with resources on campus and makes referrals as needed.
10. Participates in the Academic Alert system and as part of the team by supporting students with barriers and assisting them with getting on track.
11. Coach, mentor, encourage students who are struggling or at-risk.
12. Keeps updated on SEVIS compliance and policies and serves as a resource for the campus community on policies and issues pertaining to international students.
13. Assist with coordination and planning Achievement Plus Summer Program.
14. Develops, with assistance from Director, orientation activities for new program participants.
15. Serves as an HCE Instructor as needed.
16. Participate in call campaigns and other proactive and/or reactive outreach processes.
17. Develops and assesses programming opportunities to enhance the students experience,
18. Other duties as assigned.

### **Required Skills, Training, and Experience**

- Master's Degree preferred in the areas of education, counseling, psychology, sociology, or related field.
- Capacity for genuine empathy and caring.
- Excellent communication, listening and motivational skills. Leadership ability and well-developed interpersonal skills.
- Experience should include at least one year of academic and/or life coaching, teaching, advocacy, personal development, case management or mentoring of students or a combination of these things.
- Prior experience working with underserved populations.
- A working knowledge of retention and student success best practices.
- Ability to develop presentations and workshops, group facilitation skills, and interact as part of a team.
- Must be a U.S. Citizen or a U.S. Lawful Permanent Resident to serve as DSO.
- Ability to drive College vehicles.
- Obtain clearance from the Department of Homeland Security and serve as a designated school official for SEVIS
- Commitment to diversity, equity, and inclusion.
- Proficiency in Microsoft Office 365

### **Physical Conditions**

High energy fast paced environment. Ability to work some evenings and weekends.

Internal candidates, please submit your materials to [hrjobs@kings.edu](mailto:hrjobs@kings.edu) by 2/25/2024.