

# Coordinator for Student Success and Assessment

## Position Description

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### General Position Responsibilities

The Coordinator for Student Success and Assessment is a full-time campus student affairs professional who provides direction, development, and implementation of all Residential Learning Communities, academic initiatives and assessment activities in University Housing. The Coordinator creates programs and policies which will closely tie the residence halls to the academic mission of the university, including student success and higher retention and graduation rates of students. Other duties include: chairing and serving on committees and task forces, teaching, and serving as a member of the Residence Life leadership team. The Coordinator reports to the Assistant Director of University Housing for Residence Life and serves on a team of residence life professional staff including seven other Coordinators, three Assistant Directors, and the Senior Associate Director.

### Required Qualifications

- A Master's degree in College Student Development, Higher Education, Counseling or a related field.
- At least one year of full time experience.
- Previous experience working with assessment, academic initiatives, and/or learning communities.

### *Specific duties of the position are as follows:*

#### Student Success

- Oversee the Application and Enrollment Process for RLCs.
  - Maintain and update RLC application and applicant database.
  - Assist RLC Leadership Teams in RLC applicant selection.
  - Assist RLC Leadership Teams in initial contact with admitted students.
- Manage budget for academic enhancement endeavors.
- Serve as the MAP Works' Coordinator for University Housing (marketing plan, train staff, reports, present findings, assist staff with follow up as needed).
- Maintain accurate RLC rosters, including contact information for all RLC students.
- Maintain historical documentation of RLCs and academic initiatives.
- Serve as a resource or referral for information concerning academic concerns and University life.
- Develop, implement and assess a reward system for on-campus students and staff members who excel academically.
- Develop awards for RLCs, academic initiatives in the residence halls, RLC students, and RLC Leadership Team members.
- Market, coordinate and implement FIR recruitment process.
- Present on ASU's RLCs and academic initiatives at conferences.
- Write articles and/or updates on RLCs and academic initiatives for newsletters, magazines and journals.

#### Assessment

- Create yearly assessment plan for all areas of University Housing including student satisfaction, academic success, student conduct, staff development, staff satisfaction and other priorities needing evidence based decisions.
- Design assessment instruments and collect data, both quantitative and qualitative using University resources.
- Present assessment findings and create reports as needed by the assessment plan and other Departmental activities.
- Complete reports for the University Housing leadership team (GPA, retention, end of semester report, etc.).

#### Administration

- Serve on departmental and division committees, task forces and selection committees as requested or approved by supervisor.
- Along with the Residence Life staff team, develop and assist in achieving department goals.
- Discuss, implement and evaluate policy-making decisions affecting residence life.
- Attend and participate in staff training and professional development opportunities within University Housing and Student Development.
- Attend and participate in weekly Residence Life full-time meetings and bi-monthly GA meetings.
- Meet bi-weekly with the Assistant Director of Residence Life.
- Develop and complete a professional development plan
- Present/attend in-service programs and conferences.
- Perform administrative tasks as delegated by the Assistant Director of Residence Life and maintain essential office records.

## **Campus Partnerships**

- Consult and work collaboratively with the Department of Institutional Research Assessment and Planning on assessment plans and reports.
- Initiate and plan RLCs and academic initiatives with partnering departments (and revisit retention of existing partnerships).
- Partner with First Year Seminar (FYS) to connect relevant FYS classes with RLCs and academic departments.
- Assist in creating, implementing and assessing the expectations of RLC Leadership Teams.
- Serve on the University MAP Works Committee.
- Serve as a member of the Student Achievement Team.
- Work with the RLC Leadership Teams by assisting with goal creation, implementation of events, and assessment.
  - Attend spring semester RLC retreats.
  - Attend each RLC Leadership Team meeting once a semester.
  - Facilitate negotiation and signature of RLC Expectations.
  - Assist RLCs in planning move-in and activities/retreats.
  - Assist Leadership Teams in RLC RA hiring.

## **Recruitment and Marketing**

- Oversee and initiate improvements to the RLC websites.
- Market RLCs to prospective students at ASU Open Houses, summer orientation presentations, admissions' fairs and through direct marketing techniques.
- Promote University Housing efforts by posting semester and yearly reports for all constituents to see.

## **Social Justice**

- Challenge colleagues and supervisees to recognize their biases and grow in their understanding of themselves and their role in social justice advocacy.
- Identify discriminatory policies and develop solutions through collaboration with campus partners.
- Develop and utilize skills to work with diverse student populations.
- Maintain sensitivity to different perspectives and identities.
- Appropriately address all bias related comments and/or behaviors.
- Learn inclusive ways to advocate for the needs of all students.
- Facilitate the creation of a space that promotes education of students and colleagues around topics of social justice.
- Actively engage in reflection of personal identity and how it influences work with students and colleagues, which includes professional development opportunities.
- Hold self, students and staff members accountable to departmental expectations of creating an inclusive environment in the residence halls.

## **Supervision**

- Supervise the Graduate Assistant for Academic Initiatives.
- Supervise the Graduate Assistant for Assessment.
- Supervise 3-5 faculty members in the Faculty-in-Residence (FIR) program.
- Assist with the selection and training of Residence Life professionals and student staff members.

## **Teaching & Presentations**

- Teach one university course each academic year.
- Coordinate presentations for fall and spring Graduate Assistant and Resident Assistant training, as well as on-going staff developments and in-services.
- Facilitate periodic professional development sessions for the University Housing staff.

## **Compensation Package**

- The Coordinator for Student Success and Assessment position is a full-time administrative EPA position. As such, it includes full university benefits including: 24 vacation days/year, 1 sick day/month, University-paid health care plan with additional coverage available for spouses and children, and a retirement plan with 6% of employee salary dedicated to state or TIAA-CREF account. In addition, the state contributes 6.84% each year. (See [http://old.northcarolina.edu/hr/Mandatory\\_Retirement\\_Plan\\_Decision\\_Guide.pdf](http://old.northcarolina.edu/hr/Mandatory_Retirement_Plan_Decision_Guide.pdf))
- The Coordinator for Student Success and Assessment is an optional live-on position. The staff member is provided with a two-bedroom, one bathroom furnished apartment at no charge should the Coordinator choose to live on campus. No additional compensation is provided if the Coordinator chooses to live off campus.
- The Coordinator for Student Success and Assessment is provided with a meal plan valued at \$1,590 for use during the academic year. The purpose of the meal plan is to assist in creating relationships with other staff, faculty and students.

- The Coordinator for Student Success and Assessment may have one reserved parking space on campus if choosing to live on campus. The Coordinator pays the basic parking rate; the extra cost for a reserved space is paid by the department. Any additional spaces are at the expense of the staff member.
- When available and approved, the Coordinator for Student Success and Assessment receives departmental support for professional involvement and travel.