Job Vacancy Announcement
Department of Human Resources
PO Box C07, Tsaile, AZ 86556
928-724-6603

Readvertised

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>College Success Coordinator</th>
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<tr>
<td>VACANCY NUMBER:</td>
<td>020.TS15.ADM</td>
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<td>LOCATION:</td>
<td>Tsaile Campus – Student Outreach Services/Prop 301</td>
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<tr>
<td>SALARY CLASSIFICATION:</td>
<td>$35,000 - $40,000</td>
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<tr>
<td>Open Period</td>
<td>October 12, 2016</td>
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<tr>
<td>CLOSE:</td>
<td>Open Until Filled</td>
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**Role:**

The College Success Coordinator reports to the Director of Retention & Advising. This Coordinator is responsible for advising and assisting students who are experiencing academic difficulties, including adjustment to college life. The College Success Coordinator will develop and implement specific strategies and programs to promote student persistence, retention, and academic success among our students; some strategies will include, but not limited to, goal setting, academic planning, and academic obstacle resolution. In addition, this position will coordinate various retention initiatives and efforts by collaborating with Student Services staff and Academic Faculty.

**Duties and Responsibilities:**

- Provides individual and group academic advising services to students, primarily students on Academic Probation or re-entering the College from Suspension status.
- Guides students with registration, course selection, and assists them with completing official add/drop and withdrawal procedures.
- Assists students with the challenges of balancing academic life and external commitments and situations that may interfere with their ability to be successful.
- Provides academic, social and personal supports to students.
- Guides students with selecting a degree program (major) and the development of an educational plan to promote the achievement of academic, personal and career goals by engaging in purposeful discussion with students.
- Completes retention contracts with students on probation, suspension or other “at-risk” students.
- Schedules periodic meetings with advisees throughout the semester and implements proactive (intrusive) advising services.
- Provides guidance to students in selecting course work appropriate to their skill level and academic goals; shares advice and counsel regarding viable alternatives to achieving goals.
- Provides information to students on enrollment, registration, financial aid, residence life, etc.
- Collaborates and refers students to various student support resources and academic departments (i.e. faculty).
- Provides input for the development of policies, processes and programs that affect student success.
- Monitors student progress and maintains thorough and appropriate student records both hard copy files and electronic files on student information database system (i.e. EX Jenzabar, Who’s Next-Blue Eon).
- Maintains confidentiality of information regarding students, staff and faculty per FERPA requirements and College policies.
### 30% Retention Efforts & Programming

- Researches, coordinates and implements effective best practices and strategies that address retention, persistence, graduation and transfer.
- Develops and presents effective student learning workshops that target college success skills.
- Coordinates and collaborates with other Student Services Advisors to track retention contracts and student progress.
- Promotes academic success by continually monitoring student progress throughout the semester. Works with students and faculty to ensure that individual advisees are engaged with the College and are maintaining satisfactory academic progress.
- Implements case management model, which includes the Counselor and Disability Coordinator, when meeting with students experiencing challenges and/or barriers.
- Meets with faculty teaching high risk and gateway courses to better serve students.
- Reviews list of students on academic probation or suspension to build rapport with these students experiencing challenges and/or barriers.
- Identifies student populations who may benefit from intervention to improve academic success.
- Provides coordination of identified academic and study skills workshops based on needs of students; works closely with the First Year Experience Coordinator to incorporate identified needs into orientation.

### 20% Programming /Assessment /Professional Development

- Conducts surveys and focus group studies to assess the effectiveness and quality of the student advisement process and services.
- Actively participates in staff development initiatives and remains knowledgeable in the utilization of student academic records, program assessment, advising techniques and other effective strategies that promote student success.
- Promotes the college’s advisement services, including the development of brochures, audio-visual materials, bulletin board displays, advertisements, etc.
- Plans, coordinates and implements various initiatives and projects, including but not limited to, field trips, workshops, and student engagement activities.
- Occasionally assists with outreach efforts to middle and high school students in the surrounding area, local chapter houses and other agencies.
- Prepares documents, reports and routine correspondences in a timely manner; collects student data and provides information accordingly; promotes and uses data-driven decision making.

### 15% Committee Work/Collaboration

- Collaborates and coordinates with student services and academic departments (i.e. faculty) to meet annual goals and to promote and support student success.
- Engages in committee work as assigned, priority is given to initiatives that support the improvement of academic advising service initiatives.

### 5% Other

- Other duties as assigned.

### Minimum Qualifications:

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<th>Education:</th>
<th>Bachelor Degree in Counseling, Student Affairs, Psychology, Sociology or a closely related fields; Master's degree preferred.</th>
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<td>Experience:</td>
<td>One to three years of experience working with Native American students; minimum of one year experience in academic advising/counseling, human relations, working with high risk students or student support related areas; experience in job-related area in a community college or university; experience overcoming barriers similar to those faced by the target population.</td>
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### Skills, Trainings & Other Conditions

#### Other Skills:

1. Oral fluency in Navajo is highly desirable, but not mandatory.
2. Is adaptable and flexible in multiple situations and schedules.
3. Ability to conduct presentations and provide information and services at a short notice.
4. Self-motivated and results oriented; strong organizational skills.
5. Knowledgeable in using Microsoft Software and student information systems (i.e. EX Jenzabar, Who’s Next, etc.)
6. Knowledgeable in using basic office technology (i.e. desktop computers, Xerox machine, etc.); Interest and willingness to learn how to incorporate technology within academic advising services.
7. Knowledgeable in College academic policies and procedures in assisting students.
8. Demonstrates understanding of the College mission and role of the tribal college.
9. Ability to work effectively with a wide variety of students from various backgrounds (i.e. race, socioeconomic, sexual orientation, disability, religion, etc.)

1. Develops strong relationships with other service areas to ensure effective communication and to promote student success; maintains professionalism with students, staff and faculty; exceptional customer service.
2. Gathers and self-initiates ideas for continuous improvement based on best practices in higher education.
3. Researches and participates in individual and team professional development opportunities.
4. Demonstrates sensitivity to students’ needs; ability to encourage and empower students to make their own decisions; knowledge of student intervention strategies.
5. Ability to act as an advocate for both the student and the College.
6. Ability to identify students’ needs for support services in order to make appropriate referrals.
7. Knowledgeable about FERPA policies to demonstrate student confidentiality.
8. Demonstrates strong analytical skills, conflict resolution skills and leadership skills; pays attention to detail; and exemplifies strong written, verbal and interpersonal communication skills.

Interpersonal Skills:

- Use of college vehicle, which requires updated Navajo Nation Public Highway Safety certificate.
- Proficient in the use of Computer Software, such as Microsoft Office, Jenzabar EX or similar, etc.
- Works primarily, although not exclusively, in a climate controlled environment.
- This position requires average agility and good physical condition.
- Must be able to lift 25 pounds.
- Work requires lifting, stooping, bending, stretching, walking, standing and other physical exertion at times.

Physical Requirements and Work Environment:

How to apply:

Diné College gives preference to eligible applicants in accordance with the Navajo Preference in Employment Act (NPEA) and the Veterans’ Preference. Indian & Veterans preference will not be given unless a properly signed and dated form is submitted with your application. Submission of a resume' form alone IS NOT a complete application. This position requires the completion of additional forms and/or supplemental materials as described under Required Documents section. Please carefully review the complete job announcement and the "Required Documents" instructions. Failure to provide the required documents will result in your application not being considered for employment. Please find all the information/documents needed to apply on our website: http://www.dinecollege.edu