Specialist, Academic Success

WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report’s list of the Best Regional Universities (West) and Forbes’ Best Value Colleges. We are dedicated to and guided by our Mission and thrive on professional development, a family-oriented environment, our rich traditions, and exceptional employee benefits.

JOB DESCRIPTION

UD is currently seeking an Academic Success Specialist. This position will provide support for first-generation student programming, especially the College Citizens program, and the Constantin Scholars program. This individual will offer quality academic advising and support services to students. Additionally, this individual will report to applicable state and federal agencies in coordination with other institutional offices.

PRIMARY RESPONSIBILITIES

- As a First-Generation Student (FGS) Bridge Liaison:
  - Establish and maintain relationships with DFW area school administrators and teachers to collaborate on designing a college-readiness bridge program for middle school and high school students, especially the College Citizens program.
  - Collaborate with the Director of Academic Success in designing and implementing the summer bridge program for FGS.
  - Maintain contact with FGS and parents before and after the bridge program to continue to help them with their college preparation and coordinate with them as they complete projects focused on civic engagement.
  - Provide support and intervention to students demonstrating academic or other difficulties that threaten success at UD.
  - Advise students about academic requirements and selection of courses.
  - Refer students to the appropriate specialized staff for comprehensive counseling, financial assistance, study abroad, and other services.
  - Assist with communication to students regarding registration and academic probation and students on academic waiting lists for the Rome program.
  - Assist students with career planning.
- Participate in developing, implementing, reviewing, presenting, and revising student orientations, student development programs, and student retention programs.
- Support the Director of Summer Programs in the development and implementation
of summer programs at UD.

- Collaborate with faculty and department chairs in the development of student success programming.
- Partner with faculty and faculty advisers in counseling students.
- Designs and administers surveys (including but not limited to the College Student Inventory survey), questionnaires, and other data-collection instruments to gather institutional student data.
- Collect student data from institutional departments and systems for analysis.
- Analyze data and interprets results to inform institutional strategies/initiatives.
- Meet with students to reflect on the College Student Inventory Survey results and coordinate efforts to share relevant insights from data with appropriate offices on campus.
- Coordinate Early Alert and Midterm Alert system in collaboration with the Director of Academic Success and Constantin Associate Dean.
- Contact students reported through the Early Alert and Midterm Alert System, meet with those students and keep detailed records on those meetings.
- Work with the Associate Dean and Director of Academic Success to register incoming students for classes each Fall semester.
- Other duties as assigned to ensure effective operation of the department.

MINIMUM REQUIREMENTS

- Bachelor’s degree (Master’s degree preferred).
- Three years of experience in student services or related experience is required.
- Experience or knowledge of liberal arts undergraduate education preferred.
- Experience with first-generation student success advising or underrepresented student populations is highly desired.

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent coordination, planning, and organizational skills.
- Ability to build good rapport with a variety of constituents with effective communication skills, particularly with a diverse population.
- Ability to deliver presentations to large audiences.
- Service-oriented attitude. Ability to learn quickly and disseminate detailed information.
- Ability to work with complex systems in a fast-paced and dynamic environment.
- Ability to work independently and collaboratively with others or in teams.
- Demonstrated problem-solving skills including, but not limited to, crisis intervention, conflict management, and interpersonal skills.
- Ability to handle sensitive and confidential information.
- Ability to design and interpret survey research. Knowledge of applicable laws and regulations, including, but not limited to, FERPA.
- Working knowledge of MS Office applications (Word, Outlook, Excel, PowerPoint).

ADDITIONAL INFORMATION:
• A strong understanding of office automation practices, procedures and equipment, standard records maintenance procedures, and budgeting.
• Supervise and train student workers. Manage volunteers who participate in the Institute’s programming.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life, and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition benefits for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: https://hr.udallas.edu/apply/.

The University of Dallas seeks to recruit, develop, and retain faculty, staff, and administration of the highest caliber.

The University is an Equal Opportunity Employer and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.