

CENTRAL CHRISTIAN COLLEGE OF KANSAS

JOB DESCRIPTION: STUDENT SUCCESS SPECIALIST

Department: Student Life
Direct Supervisor: Chief Academic Officer
Effective Date: July 1, 2023
Status: Full-time (12 months), Exempt
Location: McPherson, KS

JOB SUMMARY

The Success Specialist collaboratively administrates the activities of the Briner Academic Center focusing on success services (i.e. tutoring, coaching, vocational guidance, and portfolio development). The specialist networks with other college resources to offer proactive guidance to students, assisting them in the use of appropriate institutional resources and supporting them in creating and adhering to plans for academic and vocational success. As such, the incumbent serves as the ADA Coordinator, responsible for working with the faculty to manage appropriate accommodations for students.

EDUCATION, EXPERIENCE, SKILLS, & ABILITIES

- Master's degree or higher required in Special Education, Educational Psychology, Psychology, or a related field
- Several years of study skills intervention at the high school and/or college level is desirable along with experience in online learning and engagement
- The ability to relate to and communicate with teenagers, young adults, and adults
- Bi-lingual English/Spanish preferred
- Certification or experience affirming knowledge and understanding of ADA regulations, guidelines and standards as applicable to an academic setting

DUTIES

- Serve as a primary evaluator to determine accommodations for students. Evaluate disability documentation to determine student eligibility for services and accommodations. This may require follow-up with students, physicians, and other sources of documentation.
- Provide case management services for students assigned, explaining the institution's services and procedures to students and parents through intake appointments, phone inquiries, email communications, and orientation programs. This may include some ongoing academic counseling for students on the needs of students with accommodations.
- Collaborate with faculty and other campus staff and offices to provide services and accommodations to students. This includes how to best include accommodations in study abroad and other campus sponsored events.
- Design and conduct programming to educate the CCK community about the needs of students with disabilities.
- Assist with managing testing proctoring services and times, proctors students with disability accommodations.

- Conduct outreach and intervention for at-risk students; managing support for students identified through early alerts and grade reports
- Work with individual or small groups of students and reteach content , assist with homework, and offer assignment support of “at risk” students and the faculty members who teach them
- Teach *seminar* related courses for First-Year and Junior and Senior Portfolio
- Network with support staff and resources to coordinate and execute student retention strategies
- Assist students in resume and cover letter development
- Plan and host career related workshops and learning interactives to assist students.
- Assist in assessment of badging initiatives
- Facilitate student transitions (e.g., from high school to college, from dependent learner to independent learner, from student to employee, etc.)
- Develop and manage a web-based information resource center for residential and virtual student populations
- Hire, train, and evaluate tutors
- Liaise with the librarian to ensure that the Academic Center recognizes and supports the learning needs
- Monitor success@centralchristian.edu email address and respond to concerns, reports, and inquiries in a timely manner
- Provide input to the Progress Review process and assist in appeals regarding academic policies for individual students
- Assist with pre-registration of new students
- Abide by appropriate policies regulations (e.g., SAP, FERPA, etc.)
- Increase participation in career fair, networking, and job portal opportunities
- Attend professional development and serve on committees as needed
- Assist students with vocational aspirations

NOTICE OF NON-DISCRIMINATION

The College does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, marital status, parental status, or military or veteran status. As a Christian college, affiliated with the Free Methodist Church of North America, the College asserts its right to employ persons who subscribe to the intent, mission, Statement of Faith, and Core Values of the College, as well as the lifestyle expectations as articulated in the Policies and Procedures Manual.

AFFIRMATION

As attested by signature below, I affirm that I have read, understand, and agree to fulfill my duties in accordance with the expectations set herein. I also recognize that this job description is not designed to outline a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time, with or without notice.

Print Name

Signature

Date