

# Position Classification Description

**Position Class Code / Title:** G2087 / Student Success Splst,Sr

**Recruitment Tier:** Tier 1

**FLSA:** Non-exempt

**Grade:** 12

## Summary

In support of the University's enrollment, retention and graduation goals, provides direct support to students with specific needs to navigate and succeed in higher education. Partners with academic advisement personnel and connects students to resources and services that support individual success. Implements and delivers programs and services that enrich the academic experience and address the unique needs of the population of interest. Supports program goals by providing input on program development and delivering presentations/workshops, as well as monitoring and pursuing contract/grant funds and training lower-level specialists, where applicable.

## Duties and Responsibilities

1. Provides consultation, guidance and advisement to students of a specific targeted and/or underrepresented population; connects students to and/or provides direct resources and services to support individual student success.
2. Partners with academic advisement personnel and other campus constituencies to support the unique academic needs of the population of interest; assists students in overcoming challenges common to the population of interest, which may include delivery of educational programs, tutoring, consultation on learning strategies, or similar services.
3. Presents and delivers programs, presentations and workshops that enrich the academic experience and promote outreach and retention efforts for students of the defined population.
4. Provides input to department leadership regarding the development, design, and planning of student programs and initiatives designed to attract, retain, and serve students within the specific population of interest.
5. Provides training and functional guidance to lower-level specialists, where applicable.
6. May provide advice and guidance to student organizations associated with the population of interest.
7. May specialize and/or conduct research in areas specific to the population of interest.
8. Serves as Campus Security Authority as outlined by the Clery Act.
9. Performs miscellaneous job-related duties as assigned.

## Minimum Job Requirements

- Bachelor's degree; at least 2 years of experience directly related to the duties and responsibilities specified.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

## Knowledge, Skills and Abilities Required

- Strong listening, interpersonal, and communication skills.

- Knowledge of programs/services available to university students.
- Ability to assess and interpret individual student needs and to make appropriate referrals.
- Ability to deliver effective presentations to large and small audiences.
- Knowledge of the unique needs, concerns, and issues facing students within the specialty area.
- Ability to develop and deliver programs, workshops, and related presentations that meet student needs.
- Ability to use independent judgment to manage and impart information.
- Knowledge of NCAA student-athlete academic eligibility requirements (if applicable).
- Skilled in facilitating problem solving with students regarding personal, professional and/or academic priorities.
- Effective collaboration with a wide range of constituencies in a diverse community.
- Knowledge of student retention and progression issues.
- Knowledge of the rules, regulations, and laws regarding student records.
- Ability to maintain confidentiality in accordance with FERPA regulations and school policies, and other State and Federal laws.
- Knowledge and understanding of ADA regulations, guidelines, and standards as applicable to an academic and/or workplace setting.
- Strong organizational skills; ability to work within tight deadlines.

## **Distinguishing Characteristics**

Position requires: a) delivery of consultative, mentorship and/or advisement services to students of a specific population/demographic with needs unique to the population of interest, b) delivery of programs and/or services designed to serve the unique needs of the population of interest c) partnership with academic advisement personnel in support of individual student success, d) provision of guidance to lower-level specialists and student success personnel..

## **Conditions of Employment**

- This position is represented by a labor union and is subject to the terms and conditions of the USUNM Collective Bargaining Agreement.

## **Working Conditions and Physical Effort**

- No or very limited physical effort required.
- No or very limited exposure to physical risk.
- Work is normally performed in a typical interior/office work environment.