

Position Classification Description

Position Class Code / Title: G1087 / Student Success Splst

Recruitment Tier: Tier 1

FLSA: Non-exempt

Grade: 10

Summary

In support of the University's enrollment, retention and graduation goals, provides integrated support for a student success program aimed at supporting students with specific needs to navigate and succeed within higher education. Assists higher-level student success personnel in the development and delivery of outreach and retention programs. Receives guidance, training, and mentorship from higher-level personnel as it relates to understanding and meeting the unique needs of the population of interest.

Duties and Responsibilities

1. Participates in and assists with advisement and/or consultative services for students of a specific targeted and/or underrepresented population.
2. Assists with outreach and retention activities designed to attract, retain, and serve students of the identified population; supports activity logistics, which may include compiling materials, participating in marketing efforts, and reviewing program effectiveness.
3. Assists in the preparation and delivery of workshops, presentations, and orientations related to the student success activities of the program.
4. Undertakes and/or participates in projects and programs designed to develop professional skills and expertise appropriate to the needs of the organization.
5. Receives guidance, training and mentoring from professional personnel in planning and carrying out activities and assignments.
6. May assist higher-level personnel in representing the program to internal and/or external constituencies, as well as advising student organizations related to the population of interest, as appropriate to the program.
7. May undertake related studies or enrichment programs as appropriate to the specific objectives of the operating unit.
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; no previous experience required.
- 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

- Basic knowledge of university settings, policies, programs, and services.

- Ability to coordinate and organize educational programs, meetings, and/or special events.
- Ability to understand and follow detailed instructions and procedures.
- Strong listening, interpersonal and communication skills.
- Ability to work both independently and in a team environment.
- Ability to organize and prioritize work.

Distinguishing Characteristics

Position requires: a) assistance to higher-level specialists within student success areas designed to support students of a specific population/demographic with needs unique to the population of interest, b) assistance with program activities and logistics, c) working under the mentorship of senior staff to develop experiential skills in the student success area of interest.

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.