

Saint Michael's College
Job Description

Job Title: Senior Advisor for Student Success

Department: Student Success Center

Supervisor or Manager: Associate Dean for Advising and Student Development

Status: Full Time (Exempt)

Salary: 58k-63k

Date Created: 5/3/24

Last Revised: 3/20/26

Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:

- Guide student transition to and through college, support students in their long-term personal and professional goals, and work directly with students on strategies for academic and holistic success
- As part of the Student Success Center (SSC) team, provide information, outreach, and mentoring to connect students with resources and opportunities on campus to foster academic and personal success
- Work with offices across the College to coordinate intentional pathways to personal and professional growth and life after college,

Essential Duties and Responsibilities:

- Provide holistic advising and mentorship and guide individual student development, including
 - Monitoring student progress to graduation in coordination with faculty advisors
 - Working with students in need and responding to academic outreach requests
 - Mentoring students on academic probation and participating in the Academic Review Board
 - Advising and educating students on academic integrity violations
 - Working collaboratively with faculty and staff in holistic support of students
 - Communicating with student families as necessary
- Act as primary liaison between the SSC and assigned academic school and programs
- Assist in New Student Orientation as well as advisement and registration of incoming students
- Help recruit and supervise student workers in the SSC
- Instruct one section of a 1-credit course each fall to help facilitate students' transition to the College
- Keep effective notes with student information.
- Represent the SSC at various campus events
- Display a commitment to continuous growth and development in supporting students with historically excluded, underrepresented, and minoritized identities.

Secondary Responsibilities:

- Report to the Associate Dean of Advising and provide support for the functions of the SSC as directed by the Assistant Dean on an ongoing basis
- See the value of cultural, ethnic, gender, and other individual differences in people. Help to create an environment of learning about, valuing, encouraging, and supporting differences.
- Understand academic preparation; academic engagement; social engagement; family dynamics; financing college; student health and wellness; and other issues affecting success retention
- Proficiency in developing strategies for success: setting expectations and then supporting and holding students

accountable so that they reach their goals.

Positions Supervised:

- N/A

Major Contacts:

- Fellow Success Advisors
- Dean of Undergraduate Education
- Director of Accessibility
- Student and academic support staff across the College
- Students, parents, and families

Demonstrates Excellence:

- Engage with students and constituents with a high level of inclusivity, equity, and sensitivity.
- Show strong oral and written communications skills, organizational abilities, and the capacity to work effectively in a highly collaborative environment.
- Solve complex problems that often require considerable sensitivity, discretion, judgment, and negotiation
- Knowledge of college student development.
- Understand the impact, challenges, and barriers that racism, inequities, and bias have on developing systems of advantage and disadvantage relative to access, success, retention, resources, and opportunities in higher education.

Education and Work Experience:

- Master's Degree in Student Affairs, Higher Ed Administration, Counseling or other closely related field required, or equivalent work experience.
- 3-5 years of experience in student affairs, advising, counseling or student support, or an equivalent combination of skills and experience in advising and mentoring college students.

Analytic Skills:

- Excellent communication (written and oral), and interpersonal skills
- Strong organizational skills, attention to detail, ability to work independently and with a team in fast-paced environment
- Counseling/mentoring skills
- Ability to analyze student learning styles and challenges

Computer/Technology Skills:

- Familiarity with Microsoft Office products
- Familiarity or ability to learn Colleague

Licenses, Certifications and Other Requirements:

- None

Physical Demands:

Work is often performed in a typical office environment requiring:

- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters

- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of the Student Success Advisor, the employee must occasionally lift and/or move 10-25 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.