

Saint Michael's College Job Description

Job Title: Student Success Advisor

Department: Office of the VP of Academic Affairs

Supervisor or Manager: Director of Purposeful Learning

Date Created: 1/27/22

Last Revised: 3/10/23

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:

- Works closely with the Offices of Student Affairs, Academic Affairs, and the Boucher Career Education Center to provide holistic, proactive mentorship and student support
- Guides students' transition to and through college, supports students in their long-term personal and career goals, and works directly with students on strategies for success

Essential Duties and Responsibilities:

- As part of a team of advisors, provides information, outreach, and direct mentorship to a cohort of students (specific year may vary among advisors), serving to connect students with resources and opportunities on campus and foster community
- Monitors individual student progress and coordinates with campus offices to support student success and retention
- Assists in New Student Orientation, as well as advisement and registration of incoming students
- Teaches multiple sections of a 1-credit course each semester to help facilitate students' transition to and through Saint Michael's
- Works with offices across the College to coordinate intentional pathways to personal and professional growth and life after college
- Participates in departmental and college-wide programs to further develop skills and awareness to support an inclusive working and learning environment, and to be able to identify areas where biases and inequities exist in the student success initiatives, efforts, and practices
- Sees the value of cultural, ethnic, gender, and other individual differences in people. Helps to create an environment of learning about, valuing, encouraging, and supporting differences
- Seeks different points of view and leverages diverse perspectives in group processes and decision-making. Checks own views against the views of others
- Supports fair treatment and equal opportunity for all. Listens to and objectively considers the ideas/input of others. Respects the talents and contributions of all individuals

Secondary Responsibilities:

- May include programing coordination, varying teaching course loads, and specific student cohorts and year may vary

Positions Supervised:

- N/A

Major Contacts:

- Director of Purposeful Learning

- Faculty
- Student Affairs personnel
- Boucher Career Center Personnel
- Students

Demonstrates Excellence:

- Engages with students and constituents with a high level of inclusivity, equity, and sensitivity
- Displays a commitment to continuous growth and development in supporting students with historically excluded, underrepresented, and minoritized identities
- Understands 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
- Shows strong oral and written communications skills, organizational abilities, and the capacity to work effectively in a highly collaborative environment
- Solves complex problems that often require considerable sensitivity, discretion, judgment, and negotiation
- Knowledge of college student development
- Has a proven commitment to diversity and understanding of the challenges of diverse college students, including first-generation

Education and Work Experience:

- Bachelor's degree required, Masters preferred
- 2 – 3 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

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.

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CC: FCOE

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.