POSITION ANNOUNCEMENT

Job Title: Transitions Coordinator
Department: Student Affairs
Reports To: Assistant Vice President and Dean of Students
Level: 7
Shift/Hours: 40 hours per week
Prepared Date: July 19, 2016

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides oversight, in consultation with the Associate Dean for Student Affairs, of the daily operations of the Center for Students in Transition including the hiring, training, supervising, and evaluation of performance for student work-study personnel; tracks and monitors students’ utilization of the Center.

2. Serves as advisor for the Student Veterans Association (SVA), a registered student organization.

3. Meets individually with students, actively listens to their issues, and assists them in prioritizing and problem solving. Assists students in connecting with university resources and follows up on referrals.

4. Tracks the progress of students in the identified populations and provides necessary support.

5. Participates in the Adult and Transfer Student Orientations to connect with incoming students, understand their needs, and support their efforts.

6. Remains current with literature and research regarding the needs of the identified student populations and disseminates this information to other service offices, departments, and administration on campus to increase their understanding of the needs of students so that better services can be provided.

7. Identifies off-campus partners who support the identified student populations; develops relationships with these partners and connects students to their services.

8. Maintains a directory of on-campus and community services to support the identified student populations.

9. Collaborates with other departments to provide engaging programs, workshops, and events for the identified student populations including, Veterans Week, volunteer/service activities, Transfer and Adult Student Orientations, and more.

10. Serves as the backup certifying official of educational benefits for veterans, active duty military personnel, and dependents.

11. Serves as an informed and active member of several committees and task forces to advocate for non-traditional students.

12. Creates and maintains a website to communicate offerings of the Center for Students in Transition.

13. Analyzes data related to identified student populations (including retention and graduation), provides reports to administration, and makes recommendation(s) for improvement of services.

14. Attends University events to promote the Center for Students in Transition to future and existing students, staff, faculty, and the University community.

15. Other duties as assigned.

QUALIFICATIONS

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Bachelor’s degree required. Master’s degree in education, student affairs administration or other related areas preferred, three to five years of experience; or equivalent combination of education and experience. Experience working with and ability to communicate effectively with diverse student populations, including learners of all ages, faculty, and staff. Skills in providing counsel and encouragement for the identified student populations. Experience creating, recruiting, and hosting programming for non-traditional students. Knowledge of research and literature about adult learners, student development, and retention theories. Veteran status is a plus. Please include any military service in resume.

TO APPLY

Please complete the application at http://www.madonna.edu/resources/human-resources. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.