



ANDERSON UNIVERSITY

Office of Work Life Engagement

Position announcement

Position: Student Success Coordinator

Department: Department of Student Life

Reports to: Dean of Students

The Student Success Coordinator position at Anderson University provides case management for student success via *Pathways*, plans and executes New Student Orientations, collaborates on student leadership development and the Peer Mentor program, and student engagement activities.

Responsibilities:

- Ability to navigate the *Pathways* system and provide case management referrals for student success
- Commitment to work collaboratively across campus on providing an Outstanding Student Experience
- Ability to collaborate with, lead, train and mentor individuals in the following programs: New Student Orientation Events, First Year Experience, Peer Mentor Leadership Team, Faculty Mentors, and Student Engagement
- Facilitate in managing the complexity of student issues
- Knowledge of, and ability to adhere to, FERPA guidelines
- Ability to communicate clearly and effectively to multiple audiences across a variety of platforms
- Maturity to effectively communicate with students, parents, faculty and staff
- Build and contribute to a supportive and inclusive community
- Effectively use resources to achieve student life and institutional mission & goals

Qualifications:

Master's degree in Student Development (or a related field) with a minimum of 5 years' experience preferred, other relevant experience considered. Must meet university lifestyle expectations

Benefits:

This is a 10-month, full time, 83% FTE, position paid over 12 months. Position is eligible for University benefits.

Position Available:

Immediately. Review of candidates will begin immediately and continue until the position is filled.

Qualified and interested candidates should submit a letter of interest, resume and [employment application](#) to staffjobs@anderson.edu. Final candidates are expected to provide an official transcript. Persons with an application on file or qualified university employees may submit a letter of interest to staffjobs@anderson.edu. Current employees are also expected to notify their supervisor of interest in this position.

[Anderson University](#) is on a [mission](#) to educate students for lives of faith and service, offering more than [60 undergraduate majors](#), [30 three-year degrees](#), [20 NCAA Division III intercollegiate sports](#), alongside [adult](#) and [graduate](#) programs. The private, liberal arts institution is fully [accredited](#) and recognized among top colleges for its [business](#), [computer science](#), [cybersecurity](#), [dance](#), [engineering](#), [nursing](#), and [teacher education](#) programs. Anderson University was established in 1917 in Anderson, Indiana, by the [Church of God](#).

AU is an equal opportunity employer. Persons who bring diversity are encouraged to apply. Anderson University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, disability, and national and ethnic origin.