



Director of Student Success for First and Second Year Experiences

Position Description

Arkansas Baptist College seeks a Director of Student Success for First-Year Experiences and Transition Programs to improve undergraduate retention and graduation rates by creating proactive programs and services that empower students to succeed academically and personally. The Director will provide vision, strategic direction, and accountability for developing programs and services that support undergraduates' academic transition and success at ABC (e.g. academic recovery programs, success coaching, peer tutoring and mentoring, etc.). The Director will work collaboratively with other units (Institutional Research and Planning, Academic Departments, and Admissions) to build such programs and services.

Duties

The Director of the Student Success program for first and second year students will create proactive programs and services that empower students to succeed academically and personally to improve undergraduate retention and graduation rates. The position will provide vision, strategic direction, and accountability for developing programs and services that support first year academic transition and success in collaboration with other units. The Director participates in leadership teams coordinating retention and student success initiatives (e.g. Retention Advisory Committee, Advising Coordinating Board, etc.).

Responsibilities

Development, implementation, and monitoring of strategic plans for improving first year retention and time-to-degree that is informed by best practices. Position develops and oversees academic support programs such as tutoring, coaching, and probation recovery to improve students' time to degree and academic success. The Director is responsible for developing and overseeing transition programs for particular student cohorts (e.g. transfer, international, undeclared students, etc.); creating and facilitating student awareness of available support and transition resources and programs; and providing ongoing training and professional development for faculty and staff. The Director will implement appropriate assessment tools to identify and address student needs; maintain appropriate records and data to document impact of programs and services; and serve on university committees as assigned.

Required Qualifications

Master's degree in Education, Counseling, Student Personnel/Development or related field plus 1 to 3 years of progressively responsible experience in administering an advising, retention, or transitional program in an academic setting required. (Doctorate preferred) A minimum of 3 years' experience working with college and/or high school students from diverse backgrounds (first generation, international, students of color, etc.) necessary. A minimum of 3 years supervisory experience essential. Must have a demonstrated record of achievement with improving student retention and/or time to degree. Experience in facilitating staff and faculty development based on knowledge of best practices required. Experience with retention-related data collection and analysis essential. Must have excellent written and oral communication skills.