**Summary**

This is a temporary position funded from March 2015 (start date negotiable) – June 30, 2015. Potential ongoing funding for this position is under review.

This exempt staff position provides comprehensive academic support to a caseload of freshman and sophomore students to support their academic success and facilitate their progress to on-time graduation.

During the summer, this position provides initial advising and registration for new freshman and transfer students. During the academic year, this position supports students in their caseload in maintaining good academic standing, developing degree plans, connecting with campus resources, and engaging in enriching experiences.

This position is accountable for knowing and regularly reporting on the status of each student in their caseload. These positions are technology-intensive. Academic success coaches rely heavily on data bases and student success analytic systems, and much of the communication with students is mediated through telephone, text, and email.

**Minimum Qualifications**

- Bachelor’s degree from a regionally accredited institution
- One year’s work experience in secondary or post-secondary education
- Excellent
  - Analytic skills, including the ability to apply decision rules to unique situations and to synthesize multiple sources of information
  - Interpersonal skills, including the ability to listen, elicit information through interviewing and motivate action through persuasion
  - Written communication skills; including the ability to accurately document conversations and information exchanges, prepare reports, and send clear, concise, and error-free messages via text and email
  - Computer and technology skills, including ability to prepare and analyze spreadsheets, query databases, and learn new technologies
  - Organizational, multi-tasking, and time management skills
- Collaborative skills
- Keen attention to detail
- Demonstrated motivation, professionalism, and strong work ethic
- Demonstrated ability to take direction
- Demonstrated ability to adapt to change.
- Ability to work evenings and weekends when required
- Ability to be flexible about assigned work space
Desired Qualifications
- Familiarity with Fort Lewis College curriculum, culture, and student services
- Knowledge of Banner/WebOPUS student information system
- Work experience in admissions, academic advising, student success, or other relevant positions at a college or university

Duties
- Work as a team to ensure effective matriculation advising all incoming freshman, transfer, former, and unclassified students each Fall, Spring, and Summer.
- Develop and maintain partnership with faculty advisors who provide the expertise for advising in each degree program.
- Implement knowledge-intensive, technology-intensive and communication-intensive protocols with students in caseload; meeting a rolling set of deadlines.
- Document all activities with students and relevant staff and submit reports as directed by supervisor.
- Represent the academic success coaching function at recruiting and orientation events.
- Proactively identify areas for improvement of academic success coaching protocols and other institutional processes to improve student success.
- Provide service to other student populations as assigned.
- Coordinate student success initiatives as assigned.
- Other duties as assigned.

Expectations
Academic success coaches conduct themselves as officers of the college, advancing the College’s mission, conveying and helping students gain understanding of institutional policies, principles, and practices. Any information received by the academic success coaches about intentions or behaviors by students or others that are in contradiction to or in violation of these policies, principles, and practices must be conveyed immediately to the supervisor.

Compensation
$38,000 annualized salary. If funding becomes available for ongoing position, full benefits package (health, dental, retirement, paid time off, etc.) will be offered.

Supervisor
Director of Student Success
Application Process

- Cover letter addressing interest and qualifications for position
- Resume
- Names and contact information for three references

Submit materials as one PDF file via email:
Crystal Fankhauser, Search Chair
fankhauser_c@fortlewis.edu

Application materials received by **February 22, 2015** will receive full consideration.
Position will remain open until filled.

The successful candidate will be required to submit original, official transcript documenting the bachelor’s degree (and any graduate degrees), three letters of reference, complete the Fort Lewis College application for employment, and pass a background check.

Equal Opportunity
Fort Lewis College does not discriminate on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, political beliefs, or veteran status. Accordingly, equal opportunity for employment, admission, and education shall be extended to all persons. The College shall promote equal opportunity, equal treatment, and affirmative action efforts to increase the diversity of students, faculty, and staff. People from under-represented groups are encouraged to apply.

About Fort Lewis College and Durango
Fort Lewis College is Colorado’s public liberal arts college, offering baccalaureate degree programs in the arts, humanities, social sciences and natural sciences as well as professional programs in applied sciences, teacher education, and business administration. The college has a diverse student body with an enrollment of about 4,000 from 46 states and 10 nations, 20% Native American, and 8% Hispano.

The campus is located on a mesa top at the foothills of the San Juan Mountains as it converges with the desert Southwest. The College contributes directly to the cultural and economic vitality of the area.

Durango is the hub of Southwestern Colorado, situated in a beautiful mountain valley with nearby peaks reaching 14,000+ feet. A mild four-season climate allows numerous opportunities for skiing, fishing, biking, golfing, etc. With an area population of 45,000, Durango is cosmopolitan for its size and is served by major airlines with direct connections to Denver, Phoenix, and Dallas. It is 3.5 hours driving distance from Albuquerque, N.M.