Southeastern Oklahoma State University

Job Description

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Reports To: Dean of Graduate Studies, E-Programming, &amp; Academic Support</th>
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</thead>
<tbody>
<tr>
<td>Job Title: Director of AAOC-Freshman Programs/Retention Services Coordinator</td>
<td>Department: AAOC/Freshman Programs; Academic Affairs</td>
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<td>Position Number: 537</td>
<td>FLSA: Exempt (AA Exemption)</td>
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<td>TRS: Classified</td>
<td>Approved: 2/22/2017 (T. Boatmun)</td>
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</tbody>
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**SUMMARY**

The Director will be responsible for supervising the areas of the Learning Center, Advising and Outreach Center, Freshman Programs, and advisement of BSLAA degree programs. The Director serves as the primary liaison to university administration, faculty and staff on issues pertaining to academic advising and first year student success, conducts regular faculty/staff professional development opportunities and serves as advocate for the importance of the first-year experience. The Director will have direct responsibility for the Academic Advising and Outreach Center (AAOC) and oversee, evaluate and promote advising and student success services offered through the AAOC and Learning Center. He/she will identify, support, evaluate and report all activities related to ORIE 1002 and ORIE 1012. The Director will manage all personnel matters, direct all budget related activity, direct staff in strategic planning initiatives related to academic advising, first year programming, student success, outreach activities, and lead the effort to maintain and improve a nationally recognized first-year program. The Director will work with academic administrators and department chairs to identify enrollment trends to maximize enrollment efficiency and critical course sequencing issues. The Director will be responsible for providing data to the Executive Director of the Center for Student Success that reflects quantity and qualities of services provided and create innovative programs to improve student success. The Director will report directly to the Dean of Graduate Studies, E-Programing, & Academic Support.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Providing leadership, advocacy and divisional oversight for activities related to the primary academic advising, freshman programs, and Learning Center activities.
- Providing leadership for the realization of strategic goals and strategies specifically related to student success (e.g. retention, graduation, student satisfaction)
- Providing leadership in developing new programs aimed at improving student performance and academic success and documenting progress in these areas.
- Providing leadership by identifying and acquiring additional resources through grant writing, donor development and alumni relations.
- Providing leadership on policy issues related to student success and student satisfaction.
- Providing information concerning financial impact and feasibility of academic service programs.
- Provide all reports needed for Project GRAD grant.
- Effective supervision of AAOC personnel and LC Director.

The Director will take an active role with the Dean of the Graduate School & Academic Support in the areas of strategic planning, policy review, professional development, fiscal management and resource acquisition.

Her/his duties and responsibilities to related specifically to the AAOC include:

- Direct all personnel related activity including recruit, select, train, supervise and evaluate full-time professional advisors, part-time and volunteer advisors, graduate assistants and student workers.
• Directly responsible for all budget activity related to the Academic Advising and Outreach Center.
• Identify and secure appropriate faculty and staff to teach approximately 20 sections of ORIE 1002 and ORIE 1012. Evaluate course effectiveness and report outcomes.
• Direct all activities related to celebrating the first-year experience such as Freshman Convocation, First Semester Success Reception and Top-Ten Freshmen.
• Organize, plan and lead overnight and one-day retreats for identified first year cohorts such as Honors and Presidents Leadership Class.
• Work with university faculty and administrators to identify cross-curricular learning initiatives that enhance the first-year experience.
• Work closely with department chairs to promote course offering and instructional formats conducive to degree attainment.
• Advise new students, transfers, undecided majors and BSLAS students on an as-needed basis.
• Lead advisor for freshmen participating in The Honors Program and Presidents Leadership Class.
• Organize institutional research of the first-year experience.
• Annual review and update of student, staff and faculty enrollment guides.
• Serve on University committees related to student success and retention.
• Other duties as assigned by the Dean of Graduate Studies, E-Programming, & Academic Support.

ADDITIONAL PERFORMANCE RESPONSIBILITIES (FUNCTIONS, DUTIES)

1. Attendance and Dependability: The employee can be depended upon to report to the assigned duty station at the scheduled time. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious, about assignments.

2. Communication and Contact: The employee communicates effectively and professionally both verbally and in writing with superiors, colleagues, and individuals inside and outside of the University.

3. Relationships with Others: The employee works effectively and relates well with others including superiors, colleagues, and individuals inside and outside the University. The employee exhibits a professional manner in dealing with others and works to maintain constructive working environment.

4. Safety: Employee works safely, attends safety training offered/required, and follows appropriate safety rules and regulations. In relation to level of NIMs training completed, participates in incident management preparation and performs incident duties as assigned.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE

Required:

• Master's degree
• 3 years of academic advising/student success experience on a college or university campus
• History of successful program implementation

Preferred:

• Master's degree in college/community counseling or related field

__________________________________________  ________________________________
Signature of Employee                        Date
Signature of Supervisor

Date

Signature of Next Level Supervisor, if required

Date