

## Position Description - Unclassified

### Purpose of the PD:

- To record the essential functions of the position
- To record special requirements
- To record required knowledge and skills to perform the duties of the position
- To record special working conditions
- To aid in recruitment and selection
- To establish Management's expectations
- To provide a base for managing performance

### Position Status:

Position Title		Position Number
Director		E99823
Appointment (9mos. / 12 mos. / Other)	Contract Period (from / to)	Department / Division
12 months	07/01 – 06/30	Student Success & Advising
Reports to		Reports to Position Number
Provost & Vice President for Academic Affairs		E99743
Incumbent		University ID #

### Program Information:

A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.

Student Success and Advising (SSA) coordinates academic advising and student success at WOU. An academic support service, the SSA serves as a resource to students and teaching faculty in College of Education and the College of Liberal Arts and Sciences. The SSA assists students in acquiring and maintaining the academic skills necessary to succeed in their college careers. The SSA provides timely, accurate and developmental academic advising. In addition, the SSA helps current and prospective students with program requirements, policies, and procedures.

In addition, the SSA provides student success proactive advising to better support students who are struggling academically. The office staff consists of a Director, an Assistant Director of Student Success, 3 academic success advisors, 1 bilingual academic success advisor, 1 transfer specialist, and 6 student office specialists.

Potentially all students at Western may be impacted by this office. Presently, the SSA advises exploratory students, pre-Nursing students, students in academic difficulty and students with questions about university policies and procedures. SSA adapts its advising and success programs to meet evolving institutional needs.

The SSA supports the mission of the University to integrate a comprehensive liberal arts education experience into its undergraduate programs.

B. Describe the purpose of this position and how it functions within this program.

The primary purpose of this position is to initiate, lead, manage and evaluate academic advising and student success services and staff. The position holder researches and, as appropriate to WOU's context and resources, implements new initiatives in support of student success.

Other duties as assigned. Weekend and evening hours may occur in this position.

## Position Information and Qualifications:

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised	
Percent of Time	Duties
50% (E)	<p><u>Support excellence in advising at WOU</u></p> <ul style="list-style-type: none"> <li>• Provide leadership for campus academic advising and student success needs, in addition to supporting other units in facilitating effective student advising and success initiatives.</li> <li>• Develop and implement short and long-term student success and advising initiatives (e.g., proactive advising, exam recovery service, cross-training of staff) based on best practices and trends specific to Western and its diverse student body.</li> <li>• Collaborate with state, local and tribal stakeholders to develop and implement initiatives related to student support, skill development, access and best practices connected to student success.</li> </ul>
25% (E)	<p><u>Provide leadership and execution of student success initiatives</u></p> <ul style="list-style-type: none"> <li>• Serve as the FERPA compliance liaison to the Registrar’s Office and assign operator security profiles to student records users and monitor the system to prevent unauthorized access to WCS records.</li> <li>• Support various programs such as SOAR, TSOAR Registration, Move-in Day, New Student Week, and other recruitment activities as assigned.</li> <li>• Advise students at-risk regarding university education requirements, withdraw processes, and university petitions, in addition to students on academic warning and probation.</li> <li>• Maintain office and program budgets in order to optimize student services.</li> </ul>
15% (E)	<p><u>Supervise and manage staff</u></p> <ul style="list-style-type: none"> <li>• Hire, train, and supervise academic and student success advisors, office staff and student office specialists.</li> <li>• Foster strong team work through training, staff development and continuous feedback.</li> <li>• Facilitate staff meetings</li> </ul>
5%	Serve on university committees as needed.
5%	Other duties as assigned.

## B. Required Qualifications

List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

- Bachelor's degree
- Minimum of three (3) years' experience in academic advising, education, leadership, student affairs or related areas in a post-secondary education
- Demonstrated experience developing, delivering and/or assessing programs that support student success
- Demonstrated experience working with and supporting the success of people who have diverse backgrounds, cultures, and languages
- Demonstrated experience collaborating with staff and/or faculty on advising and/or student success initiatives
- Demonstrated ability to effectively communicate in written, verbal, and presentation formats for individuals and small and large groups.
- Minimum (1) year of experience supervising professional staff
- Ability to work occasional weekend and evening hours

## C. Preferred Qualifications

Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.

- Master's degree in academic advising, education, higher education leadership, student affairs or related field
- Knowledge of student development theory and proactive advising strategies
- Demonstrated experience building effective cross-unit teams to support student success
- Direct experience working with college students in an academic advising, teaching, or student development position.
- Demonstrated experience developing and managing budgets
- Bilingual, especially Spanish or ASL

## D. Knowledge Areas

List the major areas of knowledge that are required to perform the duties of this position.

- Current issues and innovations in student success and academic advising
- Performance management and employee supervision

## Budget Authority:

Indicate the level of the position's responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.

X	Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	\$660,000 Academic Advising (AAD 901) and Learning Center (LCT901) budgets are assigned to this position.
	Delegated authority to monitor budget	\$
	Limited approval authority for purchase	\$
	Purchase only with higher level approval	\$

**Supervisory Authority:**

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.

X	Hire	X	Assign Work
X	Transfer	X	Recommend salary adjustments
X	Discipline	X	Approve requests (i.e. leave)
X	Dismiss	X	Respond to complaints/grievances
X	Layoff	X	Conduct performance assessments
X	Promote	X	Give Direction

**Positions Supervised:**

Type	# of Employees	Total FTE
Teaching faculty		
X Classified staff	1	1.0 FTE
X Unclassified staff	6	6.0 FTE
X Student Employees (average per term)	6	1.5 FTE
Other (specify)		

**Decision Making Authority:**

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.

University-wide Academic Advising and Student Success policies, procedures and programs: This position holder collaborates with faculty and staff across the university to formulate, modify and evaluate university-level policies, procedures and programs related to academic advising and student success, providing advice and guidance on current, emerging and/or best practices.

The position holder is responsible for implementing in SSA all university-wide policies and procedures applicable to SSA.

Department policies: The position holder guides the collaborative development and evolution (i.e., formulation, evaluation) of internal policies, procedures and programs for the Office of Student Success and Advising. S/he implements internal policies, procedures and programs, and has authority to approve and/or modify internal policies, procedures and programs pending review by the Provost (or designee).

**Additional Information:**

List any additional information that would help describe the nature of the position.

None

**Acknowledgement:**

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority	Appointing Authority Signature / Date

**HR USE ONLY:**

Received by		Date	
Position Class # (Ex. UF101)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		