Position Description

Position: Coordinator for Academic Advising and Student Retention
Department: Academic Affairs
Full-time or Part-time: FT Exempt
Hours per week: 35
Months per year: 12
Work Schedule: PTS Office Hours; flexible/variable based on programming needs
Reports to: Johnna Herrick-Phelps, Associate Dean for Online Learning

Job Purpose: The Coordinator for Academic Advising and Student Retention is responsible for academic student services for degree and non-degree seeking students enrolled at Princeton Theological Seminary. The Coordinator will accentuate and build upon personal strengths through developing meaningful advising relationships with students and applying knowledge of academic programs, seminary policies, and standard operating procedures. The Coordinator will support residential and online students and coordinate disability and accessibility accommodations.

ESSENTIAL FUNCTIONS:

Academic Advising 35% of time

- Proactively advise MDiv, MACEF, MDiv/MACEF, MDiv/MSW, MTE, and MAT degree and certificate seeking students from acceptance to completion. Using the appreciative advising model, build meaningful relationships which lead to self-efficacy in students.
- Demonstrate understanding of available resources for students, offering proper resources based on student needs. Accurately and consistently maintain the integrity of the academic record.
- Encourage and support students in a dynamic learning community by having impactful advising interactions that highlight student strengths, encourage perseverance, and provide information and resources necessary for students to make well-informed decisions.
- Develop and apply knowledge of seminary policies, programs, and processes to create course plans and overcome challenges. Create tools to guide students. Celebrate student success and support students toward unlocking opportunities.
- Organize advising days and oversee the advising cohort process.
- Build confidence in personal strengths to drive meaningful change and outcomes for the advising team.
Retention 20% of time

- Maintain focus on the retention of students, in particular, online students enrolled at PTS.
- Guide students through the registration process; prompt the registration of newly admitted students and others students not registered.
- Monitor student progress by effectively utilizing data to guide daily operations and outreach.

Disability and Accessibility Accommodations 15% of time

- Serve as the person responsible for student disability and accessibility accommodations. Streamline processes for students and faculty.
- Become knowledgeable of related laws and regulations.

Collaboration with Other Offices and Entities 30% of time

- Develop and apply knowledge of the student experience from a systems perspective.
- Establish relationships with colleagues and offices at PTS. Collaborate appropriately with Academic Affairs leadership, colleagues, and partner units to champion students' needs and interests.
- Collaborate with seminary offices to map the student experience from admissions to graduation, helping to clarify and simplify all steps for the student.
- Become familiar with the admissions process, and provide helpful information and resources to admitted students regarding degree requirements and course offerings.
- Work with the Registrar to improve the student experience from acceptance to initial registration through graduation with a student-centric focus.
- Leverage data about student success to influence practice and policy decisions; identify trends and issues that need to be brought to the attention of other offices.

QUALIFICATIONS AND SKILLS

1. 1+ years of higher education experience or two years of professional experience.
2. Master’s degree or higher.
3. Experience with higher education institutions with online and non-degree students a plus.
4. Knowledge and work with Jenzabar One, Brightspace, and Slate a plus.
5. Experience working with disability and accessibility services a plus.
6. Close attention to detail.
7. Organized and flexible.
8. Positive disposition along with excellent relational and communication skills.

Prepared by: Johnna Herrick-Phelps  Date: April 26, 2023