



Job Title: Freshman Experience Coordinator

Reports To: Dean, Student Success and Retention

Department: Student Success and Retention

Classification: Full-time, Exempt, Grant-funded, 12 months, Benefits Eligible

SUMMARY OVERVIEW

The Freshman Experience Coordinator develops and executes activities designed to meet the educational, emotional, social, and ethical development needs of each freshman cohort. This position is responsible for the successful persistence, advancement, and retainment of each freshman class. Responsibilities include executing program goals and initiatives; and facilitating the transition of first year students into college. The Freshman Experience Coordinator will include best practices, research, and theories into student success initiatives.

DUTIES AND RESPONSIBILITIES

- Serve as Freshman Class advisor
- Implement best practice for experiential learning, advising, and student success
- Utilize best practices and college data to implement procedures, practices, and policies regarding student success and /or retention
- Provide exploration opportunities for academic program offerings
- Familiarize students with college support services and engagement opportunities
- Coordinate Freshman Experience course, curriculum, and instruction
- Create, implement, and present workshops and seminars to freshmen regarding student success initiatives
- Collect cohort data regarding persistence, retention, and completion
- Maintain effective and efficient advisement
- Monitor early intervention alerts
- Intervene appropriately with students needing academic support, including students on academic probation
- Maintain website information in collaboration with the Dean of Student Success and Retention
- Participate in conferences, meetings, and activities in support of student's success and retention
- Provide analytical data used to support student success activities and programs to the Dean of Student Success and Retention
 - Monthly updates, end-of-semester reports, annual assessment reports on student success in collaboration with the Dean of Student Success and Retention
- Assist in reclamation activities using various modes of communications, monitoring, and tracking
- All other duties as assigned

MINIMUM QUALIFICATIONS

- Bachelor's degree in education or other related field required, and two or more years' experience working with college-level students and programs; or a combination of education and experience from which comparable knowledge and skills are required

KNOWLEDGE, SKILLS & ABILITIES

- Solid understanding of student development
- Strong level of general knowledge and skills relevant to the program
- Strong sense of professionalism
- Good understanding of higher education organizational structure and administrative operations
- Ability to deal effectively with a wide variety of individuals inside and outside of the college and capacity to work as part of a team
- Strong research, writing and computer skills
- Good planning, organizational, and administrative skills

WORKING CONDITIONS/PHYSICAL DEMANDS

Work is normally performed in a typical interior/office environment, which requires business professional attire. While performing the above job duties, the employee may be required to sit or stand for long periods of time. The employee, frequently, is required to walk, stand, reach and lift (20) pounds.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line.

- Cover Letter
- Resume
- Unofficial transcript of highest education level completed
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Solicitations or Phone Calls Please