Position Summary

The Graduate Coordinator for Student Success Initiatives (the Coordinator) supports the vision of the Division of Student Development to help our students achieve success while at Seattle University and to empower them to lead extraordinary lives when they graduate. The Division's work focuses on our goals to create high-value student experiences, prepare students for a changing, diverse world, integrate students' meaning-making, grow in our knowledge of changing student demographics, and apply effective and adaptive technologies to our work.

In particular, the mission of Student Success & Outreach is to create sustaining and disruptive innovations of content and delivery that maximize the impact of the Division's initiatives, programs, activities, and services to advance and enrich the experience of all Seattle University students. Student Success & Outreach works with departments to develop a culture that welcomes risk and test-fast/fail-forward experimentation, moves us out of functional silos, and embeds a student focused lens to the work that we do. As an extension of the Vice President's Office, the Student Success & Outreach team members also participate in strategic initiatives at the core of the Division.

Anticipated Learning Opportunities

- Develop and demonstrate skills in leadership and collaboration
- Deepen understanding of students and student issues
- Establish and enhance professional identity
- Use assessment, evaluation, technology, and research to improve practice

Essential Responsibilities

Under the direction of the Assistant Vice President, Student Development, the Coordinator will work with Student Success & Outreach, the Office of the Vice President, and other divisional departments to develop data and theory-informed outreach strategies. The Coordinator will have primary responsibility for the following initiatives:

- Coordinate the Ignite Mentorship Program, which pairs new first-year and transfer students with mentors to promote student success. This includes recruiting and training faculty and staff mentors, recruiting and matching students, coordinating events, problem solving issues, and producing monthly communications to mentors and students.
- Supervise undergraduate student staff in the Student Success & Outreach main office.
- Participate in student success and retention research projects and create new initiatives in support of the university's Student Learning and Engagement work team.
• Support events and programs as part of the Student Success & Outreach team (e.g., first-generation student graduation celebration, student staff training).
• Serve on divisional committees and goal action teams as assigned.

Anticipated Work Schedule

The Coordinator will commit to an average of 20 hours each week. There is some flexibility in the schedule, but the Coordinator should plan to be in the office 4 weekdays per week based on a jointly determined schedule that facilitates maximum coverage among all staff in the Student Success & Outreach main office. Some evening and weekend commitments will be required.

Minimum Qualifications and Skills

• Demonstrated excellent communication and writing skills
• Commitment to social justice
• Ability to work well in a team
• Mature knowledge of self, strengths, and areas for growth
• Ability to work without close supervision
• Openness to growth
• Desire to develop strong networks with students, staff, and faculty

Preferred Qualifications and Skills

• Experience with mentorship programs or direct mentorship of students
• Small group facilitation
• Program/project management

Supervisor Contact Information

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