

## Assistant Director of Student Success at Purdue Purdue Promise

### Overview of the Position

Student Success at Purdue ([www.purdue.edu/studentsuccess](http://www.purdue.edu/studentsuccess)) is hiring two hardworking and energetic professionals to join our team to provide high-touch support for Purdue Promise Scholars and student leaders. Purdue Promise ([www.purdue.edu/purduepromise](http://www.purdue.edu/purduepromise)) is a comprehensive four-year program comprised of financial assistance and targeted support rooted in four guiding principles: academic, social, leadership, and life skills development. Purdue Promise currently supports three scholarship programs for low-income students, many of whom are also first-generation and/or underrepresented. The program has received campus-wide recognition and national attention for success retaining at-risk students, and we look forward to adding new professionals to our staff that can advance our efforts. The salary is \$38,000 with a generous benefits package.

### About Purdue University

Purdue University is a public, land-grant and research university with enrollment of more than 40,000 students. It is situated in beautiful West Lafayette, Indiana, conveniently located one hour North of Indianapolis and two hours South of Chicago. This vibrant college town offers Purdue employees great restaurants, outdoor recreation and festivals, major college athletics, lively arts and culture scene, and low cost of living.

### Duties and Responsibilities

The Assistant Director will:

- Coach a caseload of approximately 150-200 Purdue Promise scholars, providing high-touch individualized support toward academic, social, leadership, and life skills development;
- Track students' academic progress and facilitate their use of various Purdue Promise and campus resources;
- Work with College-specific and other campus partners (including but not limited to other Student Success staff, advisors, Financial Aid staff, and counselors) to support students' success;
- Teach Purdue Promise first-year experience seminars;
- Assist in recruitment, selection, training, supervision, and development of student leaders;
- Assist in planning and facilitating workshops, Blackboard modules, mentoring and coaching events, social events and academic activities for Purdue Promise scholars;
- Maintain and update student tracking database and files; and
- Support other Student Success and Enrollment Management programs.

### Qualifications

Preferred candidates will have the following knowledge, skills, abilities, and qualifications:

- A Bachelor's degree (Master's degree in College Student Personnel, Student Affairs, Counseling, Social work, or a related field preferred);
- Experience working with low-income, first-generation, and/or underrepresented students;
- Sensitivity to issues surround equity and diversity;
- Knowledge of higher education student recruitment, orientation, access, and success;
- Experience with advising/coaching, academic support, leadership development, and large-scale programming;
- A self-starter with strong organization and time management skills, with the ability to balance multiple priorities;
- Experience working in a fast-paced environment and demonstrated flexibility with program changes;
- Excellent written and oral communication skills with ability to interface with various constituents;
- Ability to handle confidential information with discretion and professionalism; and
- Energy, creativity, and professionalism; with a sense of humor and a positive attitude.

### Application

Interested parties must apply online on Purdue University's Human Resources website. The posting can be accessed directly at <http://bit.ly/17me9fv>. It can also be found by visiting <http://www.purdue.edu/hr/careers/>, clicking "Search openings" on the left-hand menu, then clicking "Advanced Search" to search for Job Number 1302664. A Background Check will be required for employment in this position. Purdue University is an equal access / equal opportunity / affirmative action employer fully committed to achieving a diverse workforce.