

STAFF VACANCY ANNOUNCEMENT

Director of Student Success

Department: Academic Affairs

Position: Full-time with complete benefit package

Wage: \$55,000 - \$60,000

Union Affiliation: None

Posting Date: August 2021

Description

In cooperation with Faculty, Division Chairs, Deans and the Provost, the Director of Student Success will provide leadership, oversight and coordination in developing, improving and executing services and programs that promote student academic success, including, but not limited to:

- Overseeing and leading continuous development in Academic Advising;
- Overseeing and leading continuous development in the Learning Center and Career Services;
- Overseeing and leading continuous improvement in TRIO, including working with the Dean of Outreach and TRIO director on grant proposals;
- Serving on campus committees related to student success, including American Indian Education for All, Strategic Enrollment Management, the Behavioral Intervention Team, and Academic Standards;
- Assisting with the development and expansion of disability services and campus equity and inclusion efforts;
- Assist faculty in coordinating logistics for international travel courses;
- Assisting in the continued development of the new First Year Experience Program, which launched in 2020;
- Special projects under the Provost's Office.

Required Qualifications

A Master's degree or higher from an accredited institution; minimum of five (5) years of experience in higher education in advising, student success, or related areas; minimum of two (2) years of experience in personnel and program management; excellent communications skills, demonstrated ability to promote teamwork and delegate assignments.

Preferred Qualifications

Preference will be given to candidates with the following qualifications: experience with First Year Experience Programs; experience working with diverse student populations, including first generation, low income and non-traditional students and students with learning disabilities.

Application

Applications must include a letter addressing the qualifications for the position, a resume, and the names and contact information of three references. Please send application materials to:

Patti Lake
Personnel Officer
The University of Montana Western
710 S. Atlantic St.
Dillon, MT 59725
Patricia.lake@umwestern.edu

Questions regarding this position should be directed to Ashley Carlson via email @ ashley.carlson@umwestern.edu or by calling 406-683-7115. Review of applications will begin immediately and remain open until the position is filled.

The University & Dillon Area

The University of Montana Western is a dynamic, innovative, undergraduate university with over 65 full-time faculty and 1,300 students. It is located in Dillon, Montana in the scenic Rocky Mountains and has been awarded numerous top national rankings for delivering high quality, affordable education.

Montana Western is the only public four-year college in the nation offering *Experience One (X1)*, experiential learning delivered on the block schedule. Class sizes are small and students take a single course at a time, three hours each day for 18 days, before moving on to the next course. Each course is four credits and four blocks are offered each semester. The block schedule facilitates field and lab work, undergraduate research, study travel, and interdisciplinary teaching. Montana Western's faculty strongly believe in mentoring and inspiring students, and assisting them in the transition from university life to professional careers.

The University of Montana Western is an integral part of the Dillon Community. With a population of 5,000 people, Dillon is known for outstanding public schools, safe environments, recreational opportunities, and an excellent quality of life.

The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for any position will be subject to a criminal background investigation.