

Martin Methodist College
Student Success Coordinator

Preferred Qualifications and Experience: Master's degree in higher education administration, student affairs, counseling, or a related field; Minimum of three years' experience in higher education in an appropriate area of student or academic support services; Minimum of three years' experience in with student retention efforts; Proficiency with student information systems and case management systems, preferably Pharos 360; Knowledge of theory and practices related to college-level student success

Key Duties and Responsibilities

- Oversee the retention efforts of the Office of the Registrar and Academic Advising.
- Assist with the planning, development, implementation, and evaluation of student success services and initiatives.
- Oversee and monitor the early alert student case management system to facilitate timely and appropriate interventions.
- Manage day-to-day coordination of the student success efforts and interventions of all campus offices, including Office of the Registrar and Academic Advising, Student Resource Center, Financial Aid Office, Business Office, Admissions, and Campus Life Office.
- Design and deliver workshops on use of the early alert student case management system.
- Design and deliver workshops on topics relevant to student success and retention.
- Collect and analyze retention and performance data to determine areas of student need and develop resources to address those needs.

Qualified candidates should provide the following information to be considered: A copy of the candidates CV, a list of three referees, and academic transcripts from all institutions attended (unofficial transcripts can be used for the application process, but official transcripts will be required prior to any offer of employment). Screening of applications begins March 1, 2021.

Applications and nominations should be sent to the office of the Provost:

Dr. Judy Cheatham
Martin Methodist College
433 West Madison Street
Pulaski, TN 38478

For electronic submissions:

Email: ebass@martinmethodist.edu

Submit application materials electronically or via U.S. Mail. No phone calls, please.

Founded in 1870, Martin Methodist College is a four-year liberal arts college related to the Tennessee Conference of the United Methodist Church. On an historic campus located in

Pulaski, Tenn., in the beautiful hills of southern Middle Tennessee, the college is convenient to both Nashville (70 miles to the north) and Huntsville, Ala. (40 miles to the south).
<http://www.martinmethodist.edu/>