MADONNA UNIVERSITY

POSITION ANNOUNCEMENT

Job Title:	**Senior Coordinator**
Department:	Student Affairs and Mission Integration
Reports to:	Vice President for Student Affairs and Mission Integration
Shift/Hours:	40 hours per week
Date Prepared:	July 8, 2021

SUMMARY:
This position is responsible for conceptualizing and providing reports on student engagement and retention across the Student Affairs portfolio of offices. Bridges discussion between student support offices and information technology to establish data retrieval, analyses, and reporting from campus-wide data depositories. Specializes in outcomes-based assessment and related accreditation requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
1. Coordinates annual university wide programs and projects including but not limited to University Graduation Mass, quarterly Mission Formation meetings, Commencement, Mission and Heritage Week programs, and Spirit Week programs.
2. Conducts data searches, data retrieval, analyses, and reporting from campus-wide data depositories to facilitate and support University planning, policy development, and operations.
3. Develops data processes and provides reports to inform progress on the Student Affairs Strategic Plan of student engagement and student retention, utilizing student engagement software.
4. Identifies and resolves data problems related to student participation and performance. Responds to inquiries and challenges presented by students, staff, faculty, and community by phone, email, and in person; reads and analyzes incoming correspondence to determine significance and distribution.
5. Performs various administrative tasks of a confidential nature including but not limited to producing computer-based communications, reports, and organizational documents.
6. Works with offices utilizing university student information system and external software (i.e. grant management, student engagement tracking, community service reporting, etc.) to ensure alignment and compliance with university data requirements.
7. Works with the Student Affairs leadership team to gather evidence to achieve engagement and retention goals, required by the Higher Learning Commission, accrediting body.
8. Coordinates the administration evaluation instruments including the National Survey on Student Engagement (NSSE), the Student Satisfaction Inventory (SSI), the Council for the Advancement of Standards (CAS) in Higher Education assessments of the non-academic areas across campus and facilitates the process through completion during the academic year. Prepares summary findings.
9. Assists with the preparation and implementation of the Trustee Committee on Student Life and Mission Effectiveness along with other university committees including but not limited to, Student Affairs Leadership Team, supervisor meetings, Bookstore Advisory, Food Services Advisory, Mission Leaders, Mission Core Team, and other staff meetings.
10. Compiles Mission Integration reporting submissions required by Felician Services, Inc. Collaborates with colleges and offices across campus to ensure submission, and requests IT changes when necessary.
11. Other duties as assigned.

QUALIFICATIONS: The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE: Bachelor's degree, Master's preferred with a minimum of five years' experience in higher education. Demonstrated knowledge of report software preferred. Experience working with and ability to communicate effectively with diverse student populations, including learners of all ages, faculty, and staff. Must possess exceptional logic, analytical and critical thinking skills, attention to detail essential. Must possess working knowledge of MS Office software, report commands and operators, hardware and software background, understanding of network domains, and relational databases required.

TO APPLY: Please complete the application on our website at madonna.edu. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu.