

## POSITION ANNOUNCEMENT

Job Title: **Success Coach and Articulation Specialist**  
Department: Student Advising and Success  
Reports To: Director of Student Advising and Success & Assistant Vice President and Registrar

### SUMMARY

This position is responsible for advising and retention for undergraduate students within their assigned caseload. An essential part of the proactive students' success and retention efforts associated with the university. Assists faculty with questions and concerns regarding student status, advising, and questions related to admission or transfer credit. This position is a dual role responsible for coordinating and maintaining university articulation agreements. Coordinates with Record Specialists, Undergraduate Admissions Officers and chairs/program directors with the development and maintenance of articulated agreements.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Disseminates information regarding curriculum to walk-in, internet, and telephone inquiries. Advises students both in person and distance learners to assist with developing an academic plan, registering for courses, clarifying goals, and interpreting university policies and procedures.
2. Monitors progress on key performance indicators (KPI) related to retention, including, but not limited to: satisfactory academic progress (SAP) in the major and degree program and registration for all students in college. Also communicates information to the director, deans and faculty.
3. Works with dean, chairs, and program directors to provide appropriate retention interventions for students in academic jeopardy, students identified in the Early Alert program and under academic warning and/or a probationary status to facilitate student success.
4. Provides updates and training for the college's faculty advisors related to advising tools and procedures, academic programs, student services, and academic policies.
5. Communicates with students regarding early enrollment for courses and follows up with students not enrolled.
6. Serves as college expert related to the Core Curriculum, MTA, and MACRAO.
7. Conducts exit interviews with students leaving or transferring and works with the Registrar to close student files.
8. Updates and maintains articulation agreements, special curriculum contracts, which includes maintaining communications with the Office of Undergraduate Admissions, deans, chairs, program directors, and all support offices involved in the development of the agreement, and recruitment and enrollment of students in articulated programs.
9. Prepares and recommends support for transfer credit equivalencies (including military) to the Record and Data Specialists, Office of Undergraduate Admission and the respective deans, chairs, program directors and support offices.
10. Provides transfer information through coordination with Registrar, Admissions and staff and faculty.
11. Coordinates with department and program chairs, deans, Undergraduate Admissions and Registrar staff to facilitate new articulation agreements and transfer plan/equivalencies. Maintains equivalencies and organizations in Jenzabar EX and the JRM.
12. Acts as the liaison with college/department staff on behalf of students requesting transfer credit evaluations.
13. Participates with university committees as assigned and attends and contributes to college faculty meetings.
14. 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 be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION AND EXPERIENCE**

Bachelor's degree required, Master's degree in Higher Education or related field preferred; and/or equivalent combination of education and experience. At least two (2) years' experience working in higher education with students, parents, faculty, staff, and other college administrators. Working knowledge of Microsoft Office required. Experience with/knowledge of technology to work with students who are distance learners. May be required to work outside of normal working hours.

**TO APPLY:**

**Current employees:** Complete the internal application on **MY Portal >Employee Resources>Human Resources**

**External candidates:**

- 1) Complete the **application on our website Madonna.edu>Employment>APPLY NOW**
- 2) Email and attach a **letter of intent** and **resume/CV** to **hr@madonna.edu**

**MADONNA UNIVERSITY:** A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.