



**C**ollege of  
**M**enominee  
**N**ation  
**KESHENA • GREEN BAY**

Position Title: <b>Student Achievement Specialist</b>	Reports to: <b>Dean of Student Services</b>
Department: <b>Student Services</b>	FLSA Status: Exempt
Classification: <b>Regular Full Time</b>	Benefit Eligible: <b>Yes, Full Time Benefits</b>
SOC Code: <b>21-1012</b>	Last Updated: 08/25/2015
Location: <b>Keshena Campus</b>	Posting Status: 1st Posting
Grant Funded: <b>Partially Grant Funded</b>	Application Deadline: Friday, March 31 <sup>st</sup> 2017 @ 4PM

**Position Summary:** The Student Achievement Specialist is primarily responsible for managing an assigned caseload that emphasizes personal contact with students from recruitment through graduation and uses pro-active, solution-oriented strategies to promote completion of students' personal, academic and career goals.

**Position Responsibilities & Duties:**

- Perform internal recruitment activities identified in the Internal Recruitment Communications Time Table and related standard operating procedures.
- Provide advising throughout enrollment process to facilitate placement, career assessment and counseling, and financial aid and payment requirements.
- Perform external recruitment activities as directed by supervisor.
- Meet with assigned students to assess initial personal, academic and career goals using the Academic Roadmap.
- Meet with assigned students to update short- and long-term plans identified in the Academic Roadmap.
- Meet with assigned students to complete graduation application and to address future goals such as matriculation, transfer, or job and/or career placement as identified in the Academic Roadmap.
- Train students in the use of on-line resources such as MyEMPOWER, on-line registration, CMN e-mail and FAFSA completion.
- Monitor individual student progress and perform pro-active advising outreach to students to meet institutional completion goals by meeting with first-time freshmen at least three times during the first semester, contacting all transfer, returning and continuing students at least once per semester to update Academic Roadmap and performing interventions as a result of automatic or faculty-submitted alerts.
- Develop learning contract with probationary students and closely monitor student progress in meeting learning contract goals.
- Connect students to campus and community resources and extracurricular opportunities.
- Maintain student files and records and respond to requests for information and/or analysis.
- Prepare various reports as requested for assessment or other purposes.
- Perform other duties as assigned.

**Minimum Qualifications:** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in education, social work or related field from an accredited institution

- Ability to tie CMN degree and certificate programs to related transfer opportunities, graduate school opportunities, and job or career prospects.
- Ability to understand students' roadmap and translate into a series of tasks students need to achieve personally identified levels of success.
- Excellent interpersonal, customer service, oral and written communication and organizational skills.
- Ability to interact effectively with diverse populations and to work as a team player.
- High energy and enthusiastic with a strong belief that students can succeed.
- Previous experience with community organizing and outreach to tribes, agencies or schools.
- Ability to use student information systems, such as EMPOWER, as related to admissions, student records and advising.
- Computer skills in the use of word processing, spreadsheet, electronic mail and internet applications.

**Desired Qualification:**

- Master's degree in education, counseling or related field.
- Knowledge regarding academic pathways and related career pathways from technical diploma to associate to baccalaureate degree programs and beyond.
- Knowledge of curriculum requirements for degree and certificate programs.
- Knowledge of academic advising theories and principles.
- Knowledge of General Education and transfer requirements, with ability to critically evaluate student records and transcripts.
- Knowledge of enrollment management and student retention best practices in higher education.
- Skilled in the assessment of the learning needs of individual students based on the students' skills, goals, responsibilities and experiences.
- Experience in resolving academic issues that also involve the personal, academic and career goals.
- Knowledge of federal regulations such as Family Education Rights and Privacy Act (FERPA) and Americans with Disabilities Act (ADA) as it relates to student accommodation.

**Reporting to this Position:** No Direct Reports

## **APPLICATION PROCESS**

A complete application includes:

- Letter of Interest
- Current Resume
- Completed CMN application (available under job opportunities at [www.menominee.edu/Faculty\\_Staff.aspx?id=655](http://www.menominee.edu/Faculty_Staff.aspx?id=655))
- Copy of all college level transcripts (official transcripts required upon hired)
- Three professional letters of reference
- Copy of valid WI driver license
- Proof of relevant certificates or training
- Proof of Tribal enrollment status if applicable
- Proof of honorable or general military discharge paperwork (if applicable)

**It is not the responsibility of CMN to notify applicants of missing documentation. Incomplete application packets will not be considered.**

Application materials can be mailed to:

College Of Menominee Nation  
Human Resources  
P.O. Box 1179  
Keshena, WI 54135.

And online application is also available at: [www.menominee.edu/Faculty\\_Staff.aspx?id=655](http://www.menominee.edu/Faculty_Staff.aspx?id=655)

Posting closes at 4:00 PM Friday, March 31, 2017

**NOTE: Pre-employment drug testing is part of the hiring process.**  
**EOE/MITW 82-10**