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| Position Title: <b>Student Achievement Specialist</b> | Reports to: <b>Director of Retention</b>                |
| Department: <b>Retention</b>                          | FLSA Status: Non Exempt                                 |
| Classification: <b>Regular Full Time</b>              | Benefit Eligibility: <b>Yes, Full Time Benefits</b>     |
| SOC Code: <b>21-1012</b>                              | Last Updated: May 28, 2021                              |
| Home Campus: <b>Keshena Campus</b>                    | Posting Status: First Posting – Enrolled Menominee Only |
| Grant Funded: <b>Fully Grant Funded</b>               | Application Deadline: September 20, 2021 at 4:00 PM     |

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

#### **Position Responsibilities & Duties:**

- Provide advising throughout enrollment process to facilitate placement, career assessment, counseling, financial aid and payment requirements.
- 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.
- 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.

- Bachelors degreee in education, social work or related field.
- 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:**

- Masters 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

**Physical Demands & Work Environment:**

Physical demands are classified as Light -lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds, with frequent walking, standing or sitting most of the time with some pushing and pulling of arm or leg controls.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Performs administrative office Functions - Constant

-Exposure to office/class room environment - Constant

-Exposure to shop or maintenance environment - Occasionally

**Tools & Equipment Used:** Office equipment including copy, scan, print and fax machines, computer, calculator and telephone.

## **APPLICATION PROCESS**

A complete application includes:

- Letter of Interest
- Current Resume
- Completed CMN application form (available under job opportunities at <http://www.menominee.edu/careers>)
- 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
- 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

Attn: Human Resources

P.O. Box 1179

Keshena, WI 54135.

or

Email to: [hr@menominee.edu](mailto:hr@menominee.edu)

An online application is available at: <http://www.menominee.edu/careers>

Posting closes at September 20, 2021 at 4:00 PM

**NOTE: Pre-employment drug testing is part of the hiring process.**

**EOE/MITW 82-10**