



STUDENT SUCCESS PROGRAM COORDINATOR



POSITION SUMMARY

The Student Success Program Coordinator is a full-time, 12-month, exempt employee who will report to the Director of First-Year Experience. The person in this position will support and facilitate the programming and initiatives of the Student Success Department and provide one-on-one student interventions, focusing, in particular, on the success of under-represented populations (such as international students and students of color).

ESSENTIAL POSITION FUNCTIONS

- Support Director in planning and implementing Welcome Week and other first-year experiences
- Serve as a case manager and academic coach, focusing especially on underrepresented, minority, and international populations, including partnering with the Center for Diversity and Inclusion.
- Develop and implement initiatives that support and sustain persistence and success work
- Coordinate international student orientation and support services
- Other duties as needed or assigned

QUALIFICATIONS

- **EXPERIENCE:** Minimum 1-2 years' experience with academic support and retention initiatives; minimum 1-2 years' experience with underserved and/or international students, preferred; minimum 1-2 years' experience with event planning and management, preferred.
- **EDUCATION/LICENSING:** Bachelor's degree required. Master's degree in Higher Education Administration, Student Affairs, College Student Personnel, Education, Psychology, Educational Psychology strongly preferred.

Applications should be submitted electronically (MS Word or Adobe PDF) and should include cover letter, resume and three professional references.

Click here to apply - [Franklin College Staff Application](#)