



# Staff Vacancy

**Position:** Executive Director for Student Success Initiatives

**EEO#** AA 21-16

Under general direction, provides leadership for and supervision of initiatives supporting student first to second year retention and progression to graduation; analyzes data predicting students at risk; develops outreach and support plans for students; supervises professional staff; coordinates support with campus stakeholders; contributes to leadership team for student success center. The Student Success Center is a unit of Academic Affairs and reports to the Provost and Vice President for Academic Affairs. The Executive Director works with professional faculty member providing leadership, strategic planning, assessment and continuous improvement for key academic support and enrichment programs at the University of Louisiana at Lafayette.

**Responsibilities:** Reviews and analyzes predictive data related to student retention and completion (e.g. incoming student characteristics, DWF rates, class attendance, early warnings from faculty, registration holds etc.); develops retention and persistence data sources summary reports for various stakeholders and users to inform effective program development, outreach and intervention; collects and interprets data regarding student attrition. Serves as point of contact for students and faculty/staff regarding retention risk factors; identifies at-risk students and assures individualized outreach to develop individual plans for success, monitors and records progress; coordinates outreach and support with University stakeholders. Provides individualized outreach to students based on identified risk factors; assisting them in developing individual plans for success. Serves on University committees; participates in leadership for the student success center; performs other duties as assigned. Hire, supervise and evaluate professional program staff and graduate assistants. The Executive Director will have responsibility for the oversight of the daily operations, budget, and staff to include associate directors (4), receptionist and graduate assistants. Coordination of UNIV 100 First-Year Seminar, First-Year Programs, Academic Success Center, and the Learning Center. Additional information is available at <http://academicaffairs.louisiana.edu/>

**Qualifications:** Earned doctorate degree or terminal degree in field. Demonstrated effectiveness in teaching and experience as a faculty member. Administrative experience in a higher education setting with demonstrated effectiveness in managing academic student success programs and services. Demonstrated experience with assessment and continuous improvement with a commitment to understanding of issues affecting the academic achievement and retention of students from diverse backgrounds. Ability to lead change and innovation in a complex environment with expertise in working effectively with different on and off campus constituent groups. Strong organizational and communication skills. Working knowledge of student development and educational learning theories. Knowledge of Banner is beneficial.

**University and Community:** The mission of the University of Louisiana at Lafayette is to offer exceptional education informed by diverse world views striving to develop innovative leaders who advance knowledge. The Southern Association of Colleges and Schools Commission on Colleges accredits the University, which offers undergraduate and graduate degrees in the arts, sciences, and professional programs. The University is a public research university with high research activity, an enrollment of over 18,000 students and 800 faculty members. UL Lafayette is the largest of nine universities in the University of Louisiana System. The University offers degree programs in 55 undergraduate disciplines, 15 post-bachelor certificates, seven graduate certificates, the master's degree in 28 disciplines and the doctorate in 10 disciplines. Additional information about the University is available on the University's webpage at <http://louisiana.edu/>

**Salary:** The Executive Director for The Student Success Center (SSC) is a 12-month administrative position, salary is commensurate with experience. The University of Louisiana at Lafayette does not discriminate on the basis of race, color, national origin, age, religion, sex, sexual orientation, or disability in admission to, access to, treatment in, or employment in its programs and activities as required by Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Age Discrimination Act of 1975, the Equal Pay Act of 1963, Title IX of the Education Amendments of 1972, Executive Order 11246, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the 1990 Americans With Disabilities Act. Additional information is available at <http://personnel.louisiana.edu/employment-opportunities/policy-nondiscrimination>

**Anticipated Starting Date:** July 15, 2017

**Applications:** Applicants should submit materials to include curriculum vitae, statement on student success, and contact information for five references in electronic form to: Dr. Robert McKinney, Academic Affairs, University of Louisiana at Lafayette P.O. Box 43589, Lafayette, LA 70504-3589, [rmckinney@louisiana.edu](mailto:rmckinney@louisiana.edu). The review process will continue until the position is filled.