



RIDGEWATER

COLLEGE

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Ridgewater College Posting A Minnesota State College

Academic Coach/Student Success Specialist

Full-Time, Unlimited MAPE Vacancy Notice

Posting Date: 04/24/2023

Ridgewater College is seeking two full time Student Success Specialists. In this role the individual will work with a team of dedicated professionals to provide students with resources and support to be successful in higher education.

Classification: MnSCU Academic Professional 2

Campus: Willmar or Hutchinson (Travel 20%)

Bargaining Unit: MAPE, 214

Employment Condition: Full Time, Unlimited

Work Schedule: Monday – Friday

Wage: \$22.94 - \$33.30 /per hour

PCN: 00798618 and 00759040

Job Summary

This position serves as an Academic Coach/Student Success Specialist focused primarily on meeting the needs of our special student populations (i.e., first generation, athletes, underrepresented, Pell-eligible, non-traditional, etc.), ensuring they are well prepared, on track, and meeting their educational goals.

Position responsibilities include but are not limited to:

- Serve as an Academic Coach for an assigned caseload of incoming and returning students. Responsibilities include verbal and written communication with student groups regarding their individual academic progress, monitoring their progress, responding to academic alerts, conducting 1:1 and group coaching, and making appropriate referrals for support and assistance. Our goal is to work collaboratively as a team committed to each student's successful academic progress from enrollment to graduation.
- Serve as an Academic Advisor for an assigned special population caseload of incoming and returning students. Responsibilities include verbal and written communication with advisees regarding their individual academic plan, monitoring their progress, responding to academic alerts, making appropriate referrals for support and assistance, and assisting students who wish to transfer in gathering information about other institutions.
- Perform other duties as assigned to ensure that Ridgewater College has a high-quality student experience from start to finish. Examples include but are not limited to: various phone call campaigns, assisting with event days, serving on college committees as requested, and assisting other offices.

WILLMAR CAMPUS

2101 15th Ave NW

Willmar, MN 56201

320-222-5200 | 1-800-722-1151

FAX 320-222-5212

HUTCHINSON CAMPUS

2 Century Ave SE

Hutchinson, MN 55350

320-234-8500 | 1-800-722-1151

FAX 320-234-8512

www.ridgewater.edu

Minimum Qualifications *(required skills to enter the job; must be identified on application materials)*

- Bachelor's degree and minimum of one-year related work experience.
- Knowledge of student success/student development philosophy, policy, practice.
- Experience supporting and advocating for diverse populations.
- Ability to communicate clearly and professionally for diverse audiences.
- Ability to establish and maintain professional relationships with stakeholders within the college and community.
- Experience or knowledge of academic advising and/or retention initiatives.

Preferred Qualifications *(desired but not required)*

- Master's degree
- Bilingual

How to Apply

Apply online at <https://ridgewater.peopleadmin.com/postings/1694>

Online application deadline for preferred review is 11:59PM on May 8th, 2023. The position is open until filled.

Applications must include:

- Online Employment Application
- Resume
- Letter of interest addressing the position qualifications
- Diversity Statement
- Unofficial copy of transcripts
- List of three professional references with contact information

Why Work For Us

GREAT BENEFITS PACKAGE! Minnesota State offers a comprehensive benefits package including:

- 11 paid holidays each year
- Medical Insurance (Single Coverage \$38.50 per month and Family Coverage is \$262.66 per month)
- Dental Insurance (low deductibles)
- Paid Parental Leave (six weeks)
- Employer paid life insurance
- Short and Long Term Disability
- Pre-tax Flexible Spending Accounts (Medical and Dependent Care)
- Retirement Plan
- Tax-deferred Compensation
- Generous vacation and sick leave

Additional Requirements

In accordance with the Minnesota State Colleges & Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.

Other Information

Employment information for this position can be found in its collective bargaining agreement or its plan document at <http://mn.gov/mmb/employee-relations/labor-relations/Labor/>.

Contact

If you have questions about the position, contact Haley Anderson at Haley.Anderson@ridgewater.edu or 320-222-6073.

Institution Information

MISSION: Ridgewater College empowers diverse learners to reach their full potential and enrich their lives through personalized and relevant education in an accessible, supportive, and inclusive environment.

VISION: Ridgewater College is a student-centered educational leader focused on innovation, excellence and affordability.

GUIDING PRINCIPLES:

- Enterprising - We are future-focused, and change-oriented, developing creative solutions to challenges that maximize our institutional, system and local resources.
- Empowerment – We develop and empower employees to make decisions to best serve students and stakeholders.
- Excellence – We strive to exceed expectations in all that we do.
- Diversity, Equity, and Inclusion – We seek to understand and appreciate the needs and experiences of every individual and actively work to provide genuine opportunities for everyone to succeed and participate in college activities and processes.
- Trust and Respect – We are committed to developing a culture based in processes and behavior that create trust and respect among all stakeholders.
- Collaboration – We connect and work together to achieve common goals while respecting needs and interests of stakeholders.
- Curiosity and Creativity – We constantly strive to understand, learn, change, and improve.
- Accountability – As individuals and groups, we willingly accept and take ownership of our successes and failures.

Equal Employment Opportunity

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email careers.mmb@state.mn.us. Please indicate what assistance is needed.