



Joining Our Team

Washington & Jefferson College (W&J) is searching for staff members to contribute their talents to our campus community. W&J seeks to create a transformative learning experience for its increasingly diverse student body, and bolster an inclusive environment in which everyone's voice is heard and appreciated, and individuality is celebrated. W&J is dedicated to the values of a liberal arts education that is both liberating and practical, and supports a community committed to multicultural and global understanding.

Student Success Consultant

Summary

The Student Success Consultant promotes an increase in learning, persistence and graduation through holistically addressing students' W&J experiences. The Student Success Consultant provides educational guidance, support, and assistance using a variety of consultative techniques to create personalized interventions, coaching, and support services for W&J first-year students. As a member of the Student Life Team, the SSC will champion a student centered approach in supporting student development and success. Each consultant will also have a collateral assignment which will involve focus on an additional program/initiative at W&J.

Duties and Responsibilities

- Conduct one-on-one meetings with students to develop learning, financial and life strategies that promote student success, specifically focusing on developing skills in time/stress management, managing freedoms, goal setting, creating study plans, understanding resources and other student success skills and strategies.
- Co-supervise the LINK (peer) mentor program.
- Work closely with other College departments and offices to provide institutional resources and guidance to students to overcome barriers to student success.
- Foster the development of critical and creative thinking skills, problem solving, learning strategies, and skills to improve success inside and outside of the classroom, more connections to the campus community, and emphasis on future goals.
- In collaboration with faculty advisors, assist students with success in academic planning in terms of academic opportunities at W&J.
- Determine the best personalized course of action to proactively serve individualized students, as well as provide follow through and track the

Our Community

- 30 miles south of Pittsburgh
- 1,400+ students
- 300+ members of Alumni Mentoring Network

Our Students

- 25+ states and 10+ countries represented
- 98% of graduates complete degree in four years
- 40% study abroad each year

Our Academics

- 40+ academic programs
- 34 study abroad programs
- 11:1 student-faculty ratio

Equal Opportunity Employer

Washington & Jefferson College (W&J) is committed to increasing diversity in our community and actively pursues individuals from all backgrounds. Additionally, W&J College complies with all applicable federal, state and local laws and provides equal opportunity in all educational programs and activities, admission of students and conditions of employment for all qualified individuals regardless of race, color, sex, religion, age, disability, sexual orientation, protected veteran status, gender identity, or national origin.

Office of Human Resources

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advancement of provided services through intentional assessment and evaluation.

- Identify policies, processes, procedures, and behaviors that create barriers to student success and work with the VP of Student Life & Dean of Students to address and resolve institutional level issues.
- Manage and monitor early alert issues for first-year students to create intervention strategies to resolve student issues.
- Serve on college committees and work collaboratively with key areas to support student persistence and graduation initiatives.
- Perform other duties as required; some evening and weekend hours may be required.

Qualifications

- Bachelor's Degree, Master's preferred.
- A minimum of two years of experience working in an academic setting.
- Demonstrated ability to work cooperatively and collaboratively with key stakeholders and constituent groups and foster a spirit of engagement.
- Effective oral and written communication skills.
- Ability to use technology to effectively manage case load and work with students.
- Superior negotiation, problem solving, and service skills.

Supervisory Duties

This position has no supervisory responsibilities.

Disclaimer

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the position described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the position.

Job Description Status

The duties and responsibilities listed in this job description are illustrative ones anticipated for this position. Other duties and responsibilities may be assigned as required. Washington & Jefferson College reserves the right to amend or change this job description to meet the needs of its programs. This job description and any attachments do not constitute or represent a contract.



Application Instructions

Apply for this job at <https://washjeff.applicantpro.com/jobs/>. Please submit a cover letter and resume. It is recommended that all documents be in PDF format and uploaded at one time. Review of applications will begin immediately.

Employee Benefits

Washington & Jefferson College offers a comprehensive benefit package for benefit eligible employees; including health, vision, and dental coverage, group life insurance, AD&D and LTD coverage, retirement plan, generous leave time, and the tuition benefit programs. These benefits add significantly to the employee's total compensation package.

Getting to Know W&J

Washington & Jefferson College is the best of both worlds: a small-town college setting in historic Washington, Pa., with easy access to the bustling business and cultural districts of nearby Pittsburgh, Pa. just 30 miles to the north. Founded in 1781, W&J College is a private, residential liberal arts college that is focused on student success. Our dedicated, experienced professors are passionate about teaching and work closely with our students to ensure that they receive a quality, comprehensive education. For more than 200 years, our alumni have influenced change in business, politics, medicine, and the arts and sciences as CEOs, lawyers, doctors, researchers, writers, teachers, and in many other equally worthy professions.

Celebrating Diversity

Washington & Jefferson College welcomes people of all backgrounds and beliefs who wish to participate in a diverse educational community. The College strives to be a place where all students, faculty, administrators and employees are able to live, study and work in an atmosphere free from bias and harassment. The College encourages civil debate and lively exchange of ideas in the belief that such exchanges promote understanding that will grow beyond simple tolerance of difference to embracing and celebrating the richness of diversity. Our graduates acquire knowledge and learn skills that help them thrive in a culturally diverse world.

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