

ARKANSAS SCHOOL FOR MATHEMATICS, SCIENCES, AND THE ARTS

JOB DESCRIPTION

POSITION: Student Success Coordinator

REPORTS TO: Dean of Academic Affairs

CLASSIFICATION: Non-Exempt

RESPONSIBILITIES AND PERFORMANCE STANDARD:

Responsibilities will be shared among a team of Student Success Coordinators based on individual competencies and strengths. This position will serve as the primary coordinator for writing and implementing support plans for students with disabilities. Duties for the Office of Student Success include, but are not limited to:

- A. Develops and provides services for ASMSA's students:
 - Develops an overall academic profile and personalized plan for student success.
 - Communicates effectively with faculty and parents regarding students who are underperforming in classes.
 - Meets individually with students in academic duress to assess progress and plans for improvement.
 - Serves as a member of the ASMSA Student Strategies Team.
 - Assists the Dean of Academic Affairs and the Associate Dean of College Counseling in developing and implementing academic success plans.

- B. Supports the Associate Dean of College Counseling with services for ASMSA's most talented students:
 - Assists with the ASMSA Scholar Development Program that ensures success for top-performing students at the national level.
 - Assists with strategy and planning sessions on test prep, essay writing, and selective college admissions.
 - Assists faculty in identifying and promoting internship, research and summer learning opportunities.
 - Assists research faculty and students in fielding competitive applications for the Siemens Competition, Intel Science Talent Search, NCSS Summer Research Conference, and other national and international programs.

- C. Supports the Associate Dean of College Counseling with executing systems that aid students in the exploration, identification, and selection of college options:

- Organizes and maintains appropriate counseling materials.
- Helps maintain the Naviance/Family Connection online systems and provides training to students, parents, and staff on its application to the college discovery and application process.
- Provides current college and resource information to students.
- Assists with information sessions relating to college admissions, financial aid, and scholarships for students and parents.
- Assists with the ASMSA College Fair during the fall semester.
- Advises students on appropriate coursework and assists in the scheduling of classes that satisfy the Arkansas Smart Core, ASMSA, and specific university requirements.
- Provides information on procedures and timelines related to the Arkansas Academic Challenge Scholarship and Governor's Distinguished Scholarship programs.

D. Staff Development

- Provides in-service training on guidance issues for faculty, parents, and students.
- Serves as a resource to faculty and staff on guidance issues.
- Attends conferences and workshops to stay current on relevant subjects.
- Assists in student recruitment and orientation activities.
- Assists in promotional activities for ASMSA.
- Serves as a partner in developing relationships with community organizations that engage, inspire, and connect ASMSA to opportunities for growth and experimental learning.

E. Student Development

- Provides individual academic counseling when appropriate.
- Conducts small group or classroom guidance activities.
- Assists the Dean of Academic Affairs and Dean of Students in determining student needs.

REQUIREMENTS AND QUALIFICATIONS:

- A Master of Secondary Guidance Counseling, Student Affairs, or a related field with intensive writing is preferred.
- Superb written, oral, and interpersonal communication skills.
- Experience in school counseling or selective university admissions is preferred.
- Experience in conducting workshops and facilitating group activities is preferred.