ANTICIPATED POSITION

Assistant Director of Student Success at Purdue
for Purdue Promise Programs

Overview of the Position
Student Success at Purdue (www.purdue.edu/studentsuccess) anticipates hiring one hardworking and energetic professional to join our team to provide high-touch support for Purdue Promise Scholars and student leaders. Purdue Promise (www.purdue.edu/purduepromise) is a comprehensive four-year program comprised of financial assistance and target support rooted in four guiding principles: academic, social, leadership, and life skills development. Purdue Promise currently supports three scholarship programs for low-income students, many of whom are also first-generation and/or underrepresented. The program has received campus-wide recognition and national attention for success retaining at-risk students, and we look forward to adding a professional to our staff that can advance our efforts. The salary is $38,000 with a generous benefits package.

About Purdue University
Purdue University is a public, land-grant and research university with enrollment of more than 40,000 students. It is situated in beautiful West Lafayette, Indiana, conveniently located one hour North of Indianapolis and two hours South of Chicago. This vibrant college town offers Purdue employees great restaurants, outdoor recreation and festivals, major college athletics, a lively arts and culture scene, and a low cost of living.

Duties and Responsibilities
The Assistant Director will:
- Coach a caseload of approximately 150-200 Purdue Promise scholars, providing high-touch individualized support toward academic, social, leadership, and life skills development;
- Track students’ academic progress and facilitate their use of various Purdue Promise and campus resources;
- Work with College-specific and other campus partners (including but not limited to other Student Success staff, advisors, Financial Aid, and counselors) to support students’ success;
- Teach Purdue Promise first-year experience seminars;
- Assist in recruitment, selection, training, supervision, and development of student leaders;
- Assist in planning and facilitating workshops, institutes, and modules; mentoring and coaching events, social activities, and leadership retreats for Purdue Promise Scholars;
- Maintain and update student tracking database and files; and
- Support other Student Success and Enrollment Management programs.

Qualifications
Preferred candidates will have the following knowledge, skills, abilities, and qualifications:
- A Bachelor’s degree (Master’s degree in College Student Personnel, Student Affairs, Counseling, or a related field preferred)
- Experience working with low-income, first-generation, and underrepresented students
- Sensitivity to issues surround equity and diversity
- Knowledge of higher education student recruitment, orientation, access, and success
- Experience with advising/coaching, academic support, leadership development, and large-scale programming
- A self-starter with strong organization and time management skills, with the ability to balance multiple priorities
- Experience working in a fast-paced environment and demonstrated flexibility with program changes
- Excellent written and oral communication skills with ability to interface with various constituents
- Must be able to handle confidential information with discretion and professionalism
- Be energetic, creative, and professional; have a sense of humor; and possess a positive attitude

Application Procedure, Deadline, and Preferred Start Date
At this time interested parties should send resume and cover letter to Michelle Ashcraft at mashcraf@purdue.edu. This section will be updated to include application deadline, interview timeline, and information on how to officially apply to Purdue University’s Careers at Purdue website. Anticipate start date is early summer 2013. Purdue University is an equal access / equal opportunity / affirmative action employer fully committed to achieving a diverse workforce.