

POSITION POSTING

POSITION: Assistant Director of the Oiler Success Center
REPORTS TO: Director of the Oiler Success Center
DATE POSTED: June 23, 2017
DATE AVAILABLE: Immediate
REQUISITION NUMBER: 2017342

Summary/Objective: This posting is for a full-time, 12-month, 40 hours per week, exempt position. This position is responsible for overseeing all aspects of the Starfish retention tool. This includes, but is not limited to, maintenance, implementation, training, and data collection/analysis. Coordinating the processing of all withdrawals from the University of Findlay. Coordinating the processing of medical documentation according to policies set by the University of Findlay. Maintaining the Oiler Success Center web pages and social media. Directing all aspects of new student Orientation which includes, but is not limited to, program design/implementation; managing logistics; communicating program information to prospective students and their parents; hiring, training, and supervising student Orientation leaders; and collaborating with Admissions to have Orientation leaders assist with new student registration days as needed.

Required Education and Experience:

1. Bachelor's degree.
2. Three years of work related experience.
3. Experience in a higher education setting and a passion for serving/developing students.
4. Management/supervisory and training experience.
5. Experience utilizing technology. Familiarity with Microsoft Office tools, Jenzabar, Blackboard, Starfish, Google Docs, and other software programs and technology utilized in a higher education setting.
6. Event planning and logistics experience.
7. Experience hiring, training, and supervising student employees.
8. Proven record of establishing strong relationships among diverse groups of individuals.
9. Subscribe to the philosophy, purpose, and goals of the Oiler Success Center and the University of Findlay.
10. Ability to design and deliver training programs.

Preferred Education and Experience:

1. Master's degree.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Oversee the processing of all International and Undergraduate Domestic withdrawals.
2. Direct all aspects of new student Orientation which includes, but is not limited to, program design/implementation; managing logistics; communicating program information to prospective students and their parents; hiring, training, and supervising student Orientation leaders; and collaborating with Admissions to have Orientation leaders assist with new student registration days as needed.
3. Maintain the Oiler Success Center web pages and social media.
4. Document all medical and miscellaneous excuses for students and notify all appropriate individuals.
5. Maintain and implement new enhancements of Starfish.
6. Monitor impact of current retention efforts.
7. Collect, compile and disseminate statistical data and reports for the Oiler Success Center.

8. Develop and maintain statistical information on the progress of students.
9. Collaborate and communicate regularly with the offices across campus in order to resolve issues and improve proactive retention measures.
10. Provide training of the Starfish tool to the UF community.
11. Maintain communication with faculty, advisors, administrators, staff and students regarding Starfish and retention efforts.
12. Develop competence with the academic technology and all other university systems essential to the successful completion of the position's responsibilities.
13. Perform other duties as requested to promote the academic achievement, retention, and graduation of UF students.
14. Actively participate in staff decision-making processes as well as central decision making within the Office of the Oiler Success Center.
15. Assist the Director of the Oiler Success Center with anything deemed necessary.
16. Participate on division-wide and University committees as requested.
17. Perform all other duties deemed appropriate for this position

Competencies:

1. Teamwork Orientation.
2. Stress Management/Composure.
3. Ethical Conduct.
4. Organizational, logistical, and problem-solving skills.
5. Communication Proficiency.
6. Customer/Client Focus.
7. Initiative.
8. Detail Oriented.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands:

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

The Office of Human Resources will accept complete applicant files for Requisition Number 2017342 no later than June 26, 2017. Send UF Employment Application and résumé to: University of Findlay, Office of Human Resources, 1000 N. Main St., Findlay, OH 45840, HR@findlay.edu or fax information to 419-434-5976.

This position will accept applications of both on-campus and off-campus simultaneously.

The University of Findlay is an Equal Opportunity Employer/Affirmative Action Employer
Male/Female/Disabled/Vet.