

Manor College in Jenkintown has an opening for a full-time Student Success Advisor - Academics.

The Student Success Advisor: Academics will advise a group of at-risk students identified through interventions established within the activities funded in this project. This position extends beyond the traditional academic intervention model and will provide integrated coordination between retention assessment, student placement, academic advising, and student support services.

REPORTS TO: Provost/VPAA

DUTIES & RESPONSIBILITIES:

The Student Success Advisor Academic will be responsible for accomplishing the following:

- Review of student prior academic coursework or high school course with review of college placement.
- Creations of personalized success plan for each at risk student.
- Participate in activities to improve retention rates, graduation rates, student engagement and satisfaction.
- Work in cooperation with Director of Institutional Research and Assessment, Title III Project Manager; and an External Evaluation Consultant to track and summarize assessment data to analyze trends and make recommendations for practice improvements and creation of new policies.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of student success strategies, time management training, learning modalities.
- Knowledge of current trends in curriculum, teaching methods and strategies; best practices in school improvement, leadership development; adult learning theory and professional development; planning and project management; and collaboration, coordination, and facilitation of work groups.
- Ability to analyze data and skills to format data into effective programs.
- Ability to read and interpret journals, articles, and research studies.
- Ability to communicate effectively with a variety of audiences orally and in writing, including electronic media.

- Ability to work effectively with diverse groups of people.
- Ability to manage multiple projects in a dynamic, time-sensitive work environment.
- Promote and uphold Manor's Catholic Basilian Mission
- Other duties as assigned
- This is a twelve (12) month position that may require some evening and Saturday sessions.

QUALIFICATIONS:

- Master's degree from an accredited college or university in education, administration, or related field
- Available to attend meetings, activities, and events outside normal working hours.
- Superior interpersonal, oral communication and written skills.
- Excellent organizational, and facilitation skills.
- Training and/or 3-5 years of experience in student support or counseling.
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school boards policies and the professional standards.

To Apply:

Please send a CV, three references, and a cover letter to Dr. Marc Minnick
mminnick@manor.edu

The successful candidate, upon completing the interview process and being approved by the Provost/Vice President of Academic Affairs, must complete an official application of employment, submit official copies of all collegiate transcripts, and submit the following clearances: FBI Clearance, a PA Criminal Background Check, and PA Child Abuse Clearance.

* Manor College requires documentation of COVID vaccination or Medical/Religious Exemption.

EOE

Manor College is committed to the principle of equal educational and employment opportunities for all people and embraces diversity. Furthermore the College does not discriminate as Manor College is an equal opportunity employer. The College does not discriminate against any person on the basis of race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service, or any other status protected by law, in matters pertaining to employment in its educational programs or employment opportunities. Manor College seeks candidates who understand, respect and can contribute to the College's mission and values. It is important and necessary that candidates who accept employment with the College respect the Mission Statement of the College.