

Manor College in Jenkintown has an opening for a full-time Student Success Advisor – Disability Services

The Student Success Advisor – Disability Services will advise a group of at-risk students identified through the Admissions process, previous college performance, or self-identified. 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. The Advisor will work with faculty and students in order to maximize educational outcomes for all students and to provide students with additional learning assistance outside of the classroom.

**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.
- Assign appropriate accommodations for students;
- Creation of personalized success plan for each at risk student;
- Assist in teaching MC101;
- Participate in activities to improve retention rates, graduation rates, student engagement and satisfaction.
- Work in cooperation with Director of Institutional Research and Assessment and Provost/VPAA to track and summarize assessment data to analyze trends and make recommendations for practice improvements and creation of new policies.
- Promote and uphold the college's Catholic Basilian institutional mission.
- Other duties as assigned

**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.
- 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.
- Familiarity with FERPA and applicable laws and regulations regarding student record, confidentiality, and student's rights and responsibilities.

**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.*