

## Job Description

<b>Position Title:</b>	Student Experience Coordinator		
<b>Business Unit:</b>	Office of Student Success	<b>Status:</b>	Full-Time Hourly (non-exempt)
<b>Reporting to:</b>	Project Director	<b>Salary Range:</b>	

<b>Background:</b>	<p><u>University Overview</u></p> <p>Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree-granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u></p> <p>Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service.</p> <p><u>University Mission</u></p> <p>The University’s Mission statement is “Inspiring knowledge, faith, and service through Christ-centered education.”</p>
<b>Position:</b>	<p>Under the supervision of the Project Director, the Student Experience Coordinator plays a central role in enhancing the academic and social experience of first-year and second-year students, as well as transfer students, by overseeing various programs and initiatives aimed at promoting student success and engagement. Reporting to the Director of Student Success, the Student Experience Coordinator will be responsible for the following:</p>

**Responsibilities:**

**1. Program Development and Implementation**

- Collaborate with academic departments to hire professors and adjunct faculty to teach FYE courses.
- Assist students in navigating university policies, procedures, and academic requirements to facilitate a smooth transition to college-level coursework.
- Maintain the FYE & SYE course on the learning management system (e.g., Canvas), ensuring all course materials, assignments, and resources are accessible to students.
- Develop and update lesson plans, syllabi, and schedules for FYE & SYE courses, incorporating best practices in student engagement and learning outcomes assessment.
- Provide ongoing support and professional development opportunities for FYE instructors to enhance teaching effectiveness and student engagement.

**2. Academic Support**

- Monitor and track the academic progress and performance of first-year students, identifying and addressing any barriers or challenges to success

**3. Retention and Success Initiatives:**

- Collaborate with campus partners to develop and implement retention initiatives and interventions aimed at supporting the persistence and success of first-year students.
- Analyze retention data and trends to identify areas for improvement and develop targeted strategies to address retention challenges.
- Implement early alert systems and intervention strategies to identify and support at-risk first-year students.

**4. Community Building and Engagement:**

- Foster a sense of belonging and community among first-year students through the organization of social events, community service projects, and networking opportunities.
- Facilitate peer-to-peer connections and relationships among first-year students to promote friendship, collaboration, and mutual support.
- Serve as a resource and advocate for first-year students, addressing their concerns and advocating for their needs within the university community.

**5. Integration of Transfers:**

	<ul style="list-style-type: none"> <li>• Develop strategies and initiatives to integrate transfer students seamlessly into SWAU, ensuring they receive appropriate support and resources to facilitate their transition to the institution.</li> <li>• Collaborate with academic advisors and transfer services to identify the unique needs and challenges of transfer students and develop tailored programming to address those needs.</li> </ul> <p><b>6. Peer Mentorship Program Management:</b></p> <ul style="list-style-type: none"> <li>• Recruit, train, and supervise peer mentors to provide peer support and guidance to first-year, second-year and transfer students.</li> <li>• Develop mentorship training programs and resources to equip peer mentors with the necessary skills and knowledge to effectively mentor their peers.</li> <li>• Coordinate mentor-mentee matching processes and facilitate regular mentorship activities and meetings.</li> </ul> <p><u>Other Responsibilities</u></p> <ul style="list-style-type: none"> <li>▪ Duties as assigned</li> </ul>
<p><b>Requirements:</b></p>	<p><b><u>Primary Requirement</u></b></p> <p>Must have strongly expressed a commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, be a member of the Seventh-day Adventist church in good and regular standing, and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere.</p> <p><b><u>Other Requirements</u></b></p> <ul style="list-style-type: none"> <li>▪ Bachelor's degree in Education, Counseling, Student Affairs, or related field preferred (Master's degree preferred).</li> <li>▪ Prior experience in coordinating student programs or initiatives, preferably in a higher education setting.</li> <li>▪ Knowledge of curriculum development, instructional design, and learning management systems (e.g., Canvas).</li> <li>▪ Strong organizational and project management skills, with the ability to manage multiple priorities and deadlines effectively.</li> <li>▪ Excellent communication and interpersonal skills, with the ability to build rapport with students, faculty, and staff.</li> <li>▪ Experience with peer mentorship programs or student leadership development is a plus.</li> </ul>

<b>Knowledge, Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Knowledge of advising practices and principles.</li> <li>• Knowledge of university curriculum requirements.</li> <li>• Ability to formulate plans; determine program direction; and evaluate services effectively.</li> <li>• Skill in teaching.</li> <li>• Skill in both verbal and written communication.</li> <li>• Ability to work with a team.</li> </ul>
<b>Work Conditions &amp; Environment:</b>	<p><b>Job Conditions:</b> Computer use, Fast-paced work, Fluent in speaking, reading, and writing English.</p> <p><b>Occasional:</b> Working on weekends</p> <p><b>Environment:</b> Frequent: Indoor. Occasional: Outdoor, Wet/Dry Conditions, Cold/Heat (due to retreats, travel or camping) and Noise/Vibrations.</p> <p><b>Work Hours:</b> Monday-Friday (40 hours/week)</p>
<p><b><i>This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.</i></b></p> <p>Southwestern Adventist University complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.</p>	