



# SPRING HILL COLLEGE

**Position:** Title III Coordinator

**Summary Description:** Reporting to the Executive Director of CASA, the Title III Coordinator is a grant-funded position responsible for coordinating advising programming for Title III through the Career & Academic Success & Advising (CASA) office, including transfer student mentoring, first-year experience Pathways assignments, and at-risk/target population programming. This position will also work across SHC departments to coordinate efforts for student programming to increase collaboration and cohesion of events.

**Duties and Responsibilities:**

1. Contact stopped-out students with new messaging about the Cura Personalis approach, individualized counseling and advising, and major/career pathway choice that aligns with student skills/interests.
2. Engage students by assigning a general advisor (if undecided) or a faculty advisor (if a major is selected).
3. Assist in the implementation of Cura Personalis and centralized first-year advising, target population advising, and Experiential Learning/Career Development Programming.
4. Work with the Office of Institutional Research to implement guidelines and procedures for data collection and analysis consistent with SHC practice.
5. Advise students on all facets of their experience with the College, including but not limited to career exploration and selection, orientation, academic planning, co-curricular engagement opportunities, academic advising, and other student resources.
6. Help the institution create a positive learning environment for all students.
7. Coordinates and supervises the tutoring efforts of the Title III tutoring services of the College.
8. Responds and outreaches to students through a variety of communication methods, including in-person appointments, telephone, email/chat contacts, and other virtual communication modalities.
9. Participates in key personnel meetings; Meets with Title III Director/Provost and External Evaluator.
10. Covers front desk responsibilities.
11. Any other duties as assigned by the Project Director.

**Required Knowledge, Skills, and Abilities:** Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the job's essential functions.

1. Willingness and ability to work within a Catholic Jesuit college's mission and educational principles.
2. Knowledge of academic environments and principles of student development theory.
3. Ability and desire for continuous improvement and learning academic and student support best practices.
4. Ability to use judgment regarding the confidentiality of student records.
5. Ability to communicate orally and in written forms.
6. Ability to work some weekends and evenings.
7. Knowledge of computer systems and software of the level to access and compile data necessary for assessment, reporting, and decision-making.

**Qualification Standards:** Minimum bachelor's degree from an accredited institution; minimum three years of experience in higher education academic advising and support, preferably in a liberal arts college. Substantial experience with registration, advising, new students, and onboarding support.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT.

**To apply, please email résumé to Logan Barrett, Executive Director of CASA, at [lbarrett@shc.edu](mailto:lbarrett@shc.edu).**