

# ACADEMIC SUCCESS COORDINATOR

POSITION DESCRIPTION FOR GRADUATE ASSISTANTSHIP

DEPARTMENT OF RESIDENTIAL LIFE

MINNESOTA STATE UNIVERSITY, MANKATO

The Academic Success Coordinator will provide leadership to Residential Life initiatives that support the academic success of students living on campus. The Academic Success Coordinator reports directly to Student Success Coordinator and Conduct Officer. Duties and responsibilities include, but are not limited to:

## Campus Academic Knowledge (25%)

- Through initiating contact, actively learn about campus academic resources and personnel including: Center for Academic Success, New Student & Family Programs, Career Development Center, Memorial Library, Student Support Services, Learning Community Program, and the Office of Accessibility Resources. Provide leadership to department-wide CA training presentations on academic resources.
- Attend and communicate information presented at the monthly campus Academic Advising forums.
- Learn, understand, and communicate information to Residential Life staff related to academic success initiatives, the academic calendar, and class registration at Minnesota State Mankato.
- Actively participate in Residential Life academic committees and seek the engagement and involvement of the Residential Education team in these committee efforts.

## Academic Program Development (75%)

- Meet each semester with the community leadership teams to understand academic expectations and to share academic support the position can/will provide.
- Coordinate department wide academic initiatives including coordinating assessment of academic initiatives.
- Develop and maintain a series of 30-60 minute academic success “workshops” or “programs” that can be presented to residence hall floor communities or residence hall communities as requested by Community Advisors or Hall Directors.
- Create academic related materials (such as bulletin boards, videos, or email templates) that can be utilized by Community Advisors to enhance academic support efforts.
- Communicate academic related information at RHA assembly meetings at least twice per semester.
- Coordinate efforts to educate and encourage student utilization of academic advising and tutoring.
- In partnership with the Assistant Director for Planning, Marketing, & Administration, provide academic related information in the RL weekly newsletter.

*Additionally, the Academic Success Coordinator can explore with their supervisor opportunities to gain professional development experiences within Residential Life.*

## Requirements:

- Bachelor’s Degree
- Admitted to Minnesota State Mankato graduate program by start date.
- Enrolled in a minimum of six (6) graduate credits per semester during assistantship, and in good academic standing.

Qualifications:

- Knowledge of residence hall student academic issues.
- Strong written, verbal, and presentation communication skills.
- Demonstrates initiative and experience assisting others.
- Effective time management and self-management skills.
- Demonstrated commitment to fostering a diverse working and learning environment.

RELATED INFORMATION

Contingent on satisfactory performance and available funding, a possibility may exist for an appointment to continue beyond the initial period of employment. Additional information about graduate assistantships at Minnesota State University, Mankato, and applications are available at <http://grad.mnsu.edu/assistantships/>.

ASCs work 20 hours per week, primarily during business hours. Students from graduate programs that have academic schedules that support a GA working within that timeframe are given priority consideration.

Additional information on Minnesota State University, Mankato can be found at [www.mnsu.edu](http://www.mnsu.edu).