

OKLAHOMA BAPTIST UNIVERSITY
POSITION DESCRIPTION

Title: Director of Student Success

Department: The Milburn Center

Carrie Myles
Prepared by

06/01/2022
Date

Approved by

Date

Supervision Received:

By title Associate Dean, Academic Support Services

Supervision Given:

By title(s) Student Workers, as assigned

OBU Mission Statement

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

Expectations for all Employees

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees are expected to embrace these expectations and to model them in their behavior.

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic.*
- *Efficiency is achieved through wise management of human and financial resources.*

Purpose:

To direct the overall operation of the Student Success Center including programs related to at-risk students, general academic support, retention counseling and retention initiatives.

Essential Functions:

- Provide leadership to the personnel and programs of the Student Success Center to assist the University in the accomplishment of its mission and strategic plan
- Work with staff in the Milburn Center to develop, implement and assess strategic plans for the programs of the Milburn Center as they relate to student success including but not limited to early alert, academic support and recruit back initiatives
- Develop and administer the budget for programs related to student success
- Work with faculty to determine specific needs for academic support
- Solicit the support and assistance of appropriate university personnel to engage with at-risk students to offer encouragement and accountability for the purpose of fostering success
- Serve as the primary supervisor for Student Success student staff. Enlist, train and assess a pool of student workers who can fulfill the purposes of both academic advising and support
- Coordinate the format and scheduling of academic mentoring to effectively address identified needs
- Work directly with students experiencing academic challenges to develop appropriate plans for academic progress
- Coordinate recruit back initiatives with appropriate university personnel
- Conduct exit counseling for students desiring to withdraw from the university

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Other Duties:

- Maintain confidentiality of students' records and conversations
- Maintain files and compile appropriate reports for supervisor.
- Perform other duties as assigned.

Qualifications:

Knowledge, Skills and Abilities:

Knowledge of principles of personal service, of methods for promoting services, including marketing strategy and tactics, demonstration, techniques; individual differences in ability, personality, and interests.

Skill in motivating people, talking to others to convey information effectively, identifying indicators of system performance and the actions needed to improve or correct performance, and the use of logic and reason to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches.

Ability to communicate information and ideas, orally and in writing, so others will understand; to come up with unusual or innovative ideas and creative ways to solve a problem.

Education and Experience:

Education:

Master's degree required; prefer degree in Higher Education, Student Services or related field.

Experience:

Five years in higher education preferred, Christian higher education preferred. Working knowledge of higher education administration and student affairs practice.

Special Requirements:

Membership in an evangelical Christian church required.