Position Summary
This position is responsible for the administration, program development, and policy implementation of the Wisconsin Covenant Program at UW - Superior. It will report to the Coordinator of First Year Experience.

The position will be the point person for on the Wisconsin Covenant for the university and will coordinate Wisconsin Covenant activities with other campus units including Admissions, Financial Aid, Registrar, Institutional Research and Planning, and Campus Life. This person will be responsible for implementing the campus specific components of the UW System Wisconsin Covenant Scholars Package and will coordinate with the UW System Covenant Coordinator. This position will coordinate with other institutional offices to ensure that the Wisconsin Covenant program is aligned with institutional initiatives regarding pre-college outreach, diversity and inclusion, educational attainment goals, retention, academic and student services issues. It will also work collaboratively with the Coordinators at each UW institution and the UW System Coordinator for the Wisconsin Covenant initiative. More information about the Wisconsin Covenant program may be found at: http://wisconsincovenant.wi.gov/.

Major Duties/Responsibilities
A. Direct program and policy support for the Wisconsin Covenant Program
   1. Develop expectations and goals for the institution regarding the Wisconsin Covenant Program.
   2. Develop a calendar/schedule of Wisconsin Covenant activities.
   3. Develop a timeline for the implementation of the UW System Wisconsin Covenant Scholars Package, including a list of expected programming/services for the institution.
   4. Develop and share best practices with other UW institutions.
   5. Communicate with and provide updates to the UW System Coordinator, other UW institutions, and students regarding Wisconsin Covenant-related deadlines, activities, issues and changes.
   6. Monitor proposed legislative and administrative changes to the state’s Wisconsin Covenant Program.

B. Coordinate activities at the institution.
   1. Coordinate programming with teams of staff responsible for pre-college outreach and programming, diversity initiatives, financial aid, admissions, advising, student academic support, student affairs, and institutional data collection and analysis.
   2. Develop institutional Wisconsin Covenant website materials.
   3. Develop and execute strategies for increasing student participation and enrollment in the Wisconsin Covenant Program.
   4. Participate in System-wide meetings and conferences for campus Wisconsin Covenant Coordinators and students.
   5. Collaborate with precollege outreach initiatives with the goal of increasing participation by underrepresented groups.
   6. Work with students in transition to develop individual persistence plans
   7. Advise, track, and monitor the progress of students in persistence programs
   8. Coordinate enrichment programs
   9. Provide academic, career, and instructional support

C. Assessment of the Wisconsin Covenant Program
1. Develop expectations, goals, and assessment methods for the institution regarding the Wisconsin Covenant Program.
2. Monitor progress and evaluate success in achieving established goals.
3. Work with institutional reporting office to review and refine data collection processes for ongoing program assessment.
4. Track institutions’ progress in achieving the approved Wisconsin Covenant program goals.

**Knowledge, Skills, Abilities**
Highly qualified candidates will demonstrate knowledge, skills, and abilities in many of the following:

- Knowledge of K-12 and higher education systems;
- Proven ability to develop policies and procedures and implement programs;
- Demonstrated success in managing and evaluating programs;
- Experience working collaboratively with various partners and constituent groups;
- Understanding of student development theory;
- Knowledge of factors that contribute to student success;
- Ability to prioritize assignments and meet deadlines;
- Excellent interpersonal, written and verbal communication skills (including public speaking);
- Excellent organizational and critical-thinking skills;
- Skill in the use of office-related computer applications, including word processing, database, spreadsheet, presentation software and other management tools.
- Knowledge of the Wisconsin Covenant Program;
- Knowledge of admissions and/or financial aid regulations and procedures.
- Ability to work with confidential and sensitive information and records.
- Ability to commit to the highest ethical standards.
- Ability to participate in evening, weekend and travel commitments as necessary.

**Required Qualifications**
- A bachelor’s degree in education, administration, social work or related field.
- 2 years work experience in higher education first year programs, admissions, or related area.
- Demonstrated experience coordinating program activities.
- Ability to work effectively with diverse groups and individuals.

**Preferred Qualifications**
- Master’s degree in education, administration, social work or related field.
- Knowledge of student development.
- Knowledge of First Year Experience (FYE) Programs
- Demonstrated experience with the development of policies and procedures for implementation of new programs and program evaluation.