University of Wisconsin-Superior
Educational Success Center
Cultural & Educational Coordinator

Working Title: Cultural & Educational Coordinator
Hays Hill Title/Level: Associate Student Services Coordinator
Position Reports To: Assistant Director, Educational Success Center/Director, Student Support Services
Appointment: Academic Staff, 100%, 10-month, renewable

Position Summary: The Cultural and Educational Coordinator is responsible for recruiting students for the federally-funded TRIO Student Support Services (SSS) program. The coordinator is also responsible for providing academic services, planning events and activities, keeping records, and meeting grant requirements for the SSS program and its participants. The coordinator may also teach the Collegiate Study Skills Courses as needed. This position requires occasional early morning, evening, and weekend hours.

Duties and Responsibilities:

Student Support Services

- Represent SSS at campus and community events to provide information to the community and students.
- Select eligible students to participants in the program.
- Keep accurate documentation of program and participants’ data necessary for reporting and evaluation purposes, i.e. Annual Performance Report (APR).
- Facilitate referrals for SSS participants to campus resources including tutoring.
- Manage SSS Grant Aid/Scholarship information and participants selection processes.
- Serve as the SSS Mentor Program Coordinator and assist in the supervision of the SSS Peer Mentors.
- Attend various local, state, and national meetings and events.
- Assist with planning and organizing the SSS Summer Institute (SSS Orientation) and mentor events.
- Provide advisement, class selection and planning, and goal setting for SSS participants.
- Assist SSS participants in developing personalized education plans.
- Meet with participants three time a semester or more as needed.
- Conduct individualized needs assessment of academic, financial, career, and personal development for each SSS participants.
- Utilize PeopleSoft Notes to keep instructors and advisors abreast of the progress of their students and advisees.

Instruction

- Teach IDS 095: Collegiate Study Skills as needed by the department.
- Teach IDS 195: Collegiate Relationships as needed by the department.

Other

- Promote national student exchange and work collaboratively with the Office of International Program.
- Help inform the university community of the goals and principles of the program.
- Assist students experiencing homelessness through resource coordination.
- Participate in university activities, committees, and other events.
- Work collaboratively with other campus staff and programs.
- Other duties as requested.
Knowledge, Skills, and Abilities:

- Knowledge of the academic and non-academic challenges faced by first generation, low-income, and students with disabilities.
- Knowledge of student development theory.
- Commitment to serving the needs of nontraditional, first-generation, and low-income students.
- Knowledge and experience working with integrated student information systems, such as PeopleSoft.
- Excellent interpersonal oral and written communication skills.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Ability to effectively collaborate with campus partners: students, faculty, staff, and administrators.
- Ability to work in a multidisciplinary setting and to foster a creative, innovative, positive, fun learning and work environment.
- Ability to coordinate workshops on topics such as financial literacy, educational goals, and social and cultural events.
- Ability to uphold the basic ethical principles and practices set forth by the Educational Opportunity Association (EOA), Council for Opportunity in Education (COE), and other professional associations.
- Ability to plan and organize events.
- Ability to work evenings and weekends, as needed.
- Ability to function effectively in stressful and fast-paced work environments.
- Ability to work in a team-based environment with minimal supervision.
- Ability to work during summer, evening and weekend hours, as needed by the department.
- Knowledge and experience working with social media, networking, websites, etc.
- Ability to travel locally, regionally, and nationally for professional development, TRIO priority trainings, and others.

Required Qualifications:

- Bachelor’s degree from an accredited institution in education, counseling, psychology and/or related appropriate field.
- At least one year of teaching experience in a college or university.
- At least one year of experience in academic advising or other student services area in higher education.
- Experience working with and presenting to a diverse constituency especially first generation, low-income, and students with disabilities.

Preferred Qualifications:

- Master’s degree in education, counseling, psychology and/or related appropriate field.
- Two years of experience with low income, first generation, and non-traditional students in a college/university setting.
- Experience working with a federal TRIO program.
- Personal experience in overcoming educational barriers similar to those confronting program’s participants.