

Assistant Director of Student Access, Transition and Success Programs Working with Purdue Promise Programs (2 positions available*)

Overview of the Position

Purdue University's Office of Student Access, Transition and Success Programs (www.purdue.edu/SATS) is looking for two (2) hardworking and energetic professionals to join our team to provide support, programming, and leadership development for Purdue Promise Scholars and student leaders. Purdue Promise (www.purdue.edu/purduepromise) is a comprehensive, four-year support program serving first-generation, low-income, and underrepresented scholars. Our program has received national attention for our success retaining at-risk students and we look forward to adding individuals to our staff that can advance our efforts. The starting salary is a non-negotiable \$36,000 with a generous benefits package.

About Purdue University

Purdue University is a public, land-grant and research university with an enrollment of over 40,000 students. It is situated in beautiful West Lafayette, Indiana, conveniently located 1 hour North of Indianapolis and 2 hours South of Chicago. This vibrant college town offers Purdue employees lots of great restaurants, outdoor opportunities, major college athletics, a lively arts and culture scene, and a low cost of living.

Duties and Responsibilities

These Assistant Directors will:

- Teach Purdue Promise First-Year Experience seminars, upper division, and student leadership courses
- Recruit, select, train, and develop student teaching assistants and student leaders
- Provide individualized guidance and support for new and continuing Purdue Promise scholars
- Plan mentoring events, social activities, and leadership retreats for new and returning Purdue Promise scholars
- Oversee academic support for student scholars (tutoring, coaching, mentoring, training, etc.)
- Coordinate the Purdue Promise Mentoring component
- Assist with the Purdue Promise learning community and other SATS programs
- Maintain and update student tracking database and files
- Work with campus offices to build strong partnerships that benefit and promote success for our students

* This position requires occasional evening and weekend hours.

Qualifications

Preferred candidates will have the following knowledge, skills, abilities, and qualifications:

- A Masters Degree in Higher Education Administration, College Student Personnel, or a related field
- Experience working with first-generation, low-income, and underrepresented students
- Knowledge of higher education student recruitment, orientation, access programs, and student success efforts
- A self starter with strong organization and time management skills
- Excellent written and oral communication skills with ability to interface with various constituents
- Must be able to handle confidential information with discretion and professionalism
- Experience with large-scale event planning and programming
- Be energetic, organized, and able to balance multiple priorities
- Be creative, professional, have a sense of humor, and possess a positive attitude

Application Procedure, Deadline, and Preferred Start Date

The application for this position will remain open until filled with the first round of application reviews beginning February 27, 2012. The preferred start date is early summer 2012. Interested individuals must apply for the position online, which has been posted on Purdue University's *Careers at Purdue* website (Go to <http://purdue.taleo.net/careersection/wl/jobdetail.ftl?lang=en&job=142060>). Purdue University is an equal access/equal opportunity/affirmative action employer fully committed to achieving a diverse workforce.

* **NOTE:** You only need to apply for the position once and you will be considered for both positions.