



Posting Date: October 2023

Position: New Student & Family Program Coordinator

Department: Student Success

Hours per Week: 25 hours,
12-month

Founded in 1887, Alverno College is a four-year, Catholic liberal arts college for undergraduate women sponsored by the School Sisters of St. Francis. The college also offers a robust array of graduate and degree completion programs for women and men. Student learning and personal and professional development are the central focus of everyone in the Alverno College community. As Wisconsin's first designated Hispanic-Serving Institution, Alverno enrolls a highly diverse student body of virtually every demographic and experience. It is an institution that has revered tradition and encouraged innovation for more than 130 years.

The College is seeking applicants for a **12-month, part-time New Student & Family Program Coordinator** located in Milwaukee, WI. Alverno College health, disability, and retirement plan enrollment is available to full time employees and eligible dependents. Tuition benefits are available for employees and qualified dependents.

Primary Duties and Responsibilities

*The following information is not meant to be all-inclusive.
Other duties and responsibilities may be assigned as necessary.*

Provide leadership, innovation and direction for programs and services related to the on-boarding and transition of new undergraduate students, including first-year, transfer and adult students. Develop and implement programs and services for Alverno parents and families. This is a part-time position with the goal of impacting student success and retention. The position requires a high level of collegiality across campus and includes some evening and weekend events.

New Student Orientations

- Collaboratively plan and facilitate engaging, interactive orientation programs for new first-year, transfer, graduate, and adult students (e.g., in-person and virtual events during summer, winter, and the first week of fall and spring semesters).
- Hire, train and supervise student peer leaders.
- Administer the orientation budget; review spending patterns and assure the fiscal health of the programs.
- Coordinate with Admissions to ensure meaningful post-admit/pre-enrollment communications regarding new student orientation and transition
- Coordinate, edit, and publish the Moodle "course" for new student orientation and Peer Leaders.
- Coordinate Soar to Success seminars for students enrolled in the FSS 125 course.
- Develop a retention plan for Transfer students
- Stay current with national best practices regarding new student transition programs and services through professional development outreach (e.g., NODA conferences, publications).



Family Programs

- Collaboratively plan and coordinate engaging, interactive Family Orientation.
- Develop and implement communications for parents and families regarding college resources available for students (e.g., newsletter, website, Facebook, ACCESS newsletter).
- Develop and implement outreach programs for parents and families as identified by assessment of needs, interests, and national best practices (e.g., family weekend, etc.)
- Investigate, develop and implement communications in targeted languages for Spanish speaking families.
- Assist with Graduation planning to ensure a meaningful experience for the families of our graduates

Community Relations

- Coordinate new student work study placement process.
- Actively engage in the College's early alert system (Blaze) by directly connecting with student who need additional support, specifically as it relates to Transfer student retention and satisfaction, advising and referring to appropriate resources, and monitoring/communicating progress.

College Responsibilities

- Participate in department/division meetings, committees, retreat experiences, workshops and official College functions as appropriate.
- Maintain professionalism and confidentiality with sensitive information.
- Comply with safety procedures and maintain clean and orderly work areas.
- Perform other tasks as necessary to support the mission of the College

Qualifications and Education

1. Bachelor Degree required. Master's degree in College Student Personnel or a related area is preferred.
2. Three years of experience providing direct service to students in a higher education environment is required; student affairs experience is preferred.
3. Demonstrated ability to manage and lead mid to large size projects.
4. Sophisticated computer skills using Microsoft Suite (Word, Excel, Outlook) and Google Drive. Experience with graphic design programs (i.e. Publisher, Canva, or Adobe Suite) is preferred.
5. Ability to manage multiple projects with minimal direction, ensure attention to detail, develop innovative ideas, and meet challenges with resourcefulness.
6. Ability to work with a team, develop positive work relationships, and interact effectively with a variety of audiences and departments.
7. Requires excellent written and oral communication skills, as well as basic math skills.
8. Ability to communicate and respond to both internal and external customers professionally and in a timely manner is a necessity.
9. Some evening and weekend work required.
10. Ability to speak and hear. Must be able to freely move throughout the campus. Must have the ability to occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and color vision.



Successful candidates will have a demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the College's strategic plan of inclusion.

How to Apply

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

Please attach your cover letter, resume, and list of references to the online application

Alverno College is an Equal Opportunity Employer and committed to workplace diversity