

**CENTRAL CONNECTICUT STATE
UNIVERSITY POSITION DESCRIPTION
SUOAF-AFSCME**

POSITION TITLE: Director of Advising and Student Success

RANK: Administrator VI

DEPARTMENT: Advising and Student Success

SUPERVISOR: Associate Vice President for Academic Affairs

POSITION SUMMARY

The Director of Advising and Student Success is responsible for providing visionary leadership to a centralized professional advising team, though advisors are housed within colleges across the campus. The Director of Advising and Student Success manages and directs professional academic advising operations and staff to ensure the delivery of a comprehensive, coordinated and innovative advising program and works closely with faculty advisors, the Office of Career Services and the Learning Center to coordinate support and guidance for students.

SUPERVISION EXERCISED

Supervises professional advisors and support staff.

POSITION RESPONSIBILITIES

- Oversees professional advisors serving all of CCSU's academic programs and is responsible for ensuring that the quality and effectiveness of the academic advising program fully embraces CCSU's strategic goals.
- Coordinates oversight and management of centralized professional advising and manages professional staff advising loads. Responsible for the design, development, direction and implementation of all aspects of professional academic advising services to promote student success.
- Analyzes enrollment, retention and advising data to inform decision-making about tools and technologies appropriate to support advising and retention efforts.
- Plans and facilitates new professional and faculty adviser training programs and on-going professional development opportunities.
- Develops effective advising evaluation and assessment systems and shares results with professional and faculty advisors as well as the Deans and other campus leaders.
- Explores, implements and evaluates models for first-year advising, transfer advising, group advising, and specialized advising for target populations.
- Coordinates advising aspects of Orientation in conjunction with the Office of New Student Programs.
- Establishes and maintains effective communication with academic deans, department chairs, faculty advisors, and student support service administrators to enhance the delivery of advising and retention-

related services.

- Conducts research on "best practices" in academic advisement and develops and implements policies, procedures and programs to ensure the activities of the Center keep pace with changes in the field.
- Assesses the dual advising model's effectiveness and oversees continuous improvement of services.
- Designs, develops and coordinates outreach activities to student groups, parents, faculty and others as appropriate in order to provide integrated information on academic planning and student success strategies.
- Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

MINIMUM QUALIFICATIONS REQUIRED

Master's degree and five years of professional experience in academic advising and educational planning in a college or university setting required. Demonstrated ability to manage and supervise staff required.

Credentials and/or experience substantially comparable to the above may also be considered.

FLSA Status: Exempt.

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