Washburn University

Position Title: Assistant Director, Program Navigation and Advising, Washburn Tech

Application Link: http://careers.washburn.edu/cw/en-us/job/493355?lApplicationSubSourceID=

Advertised Pay: Lower $50,000's

Campus Location: Washburn Tech

The screening committee will review all eligible applications submitted by November 1, 2023

Position Summary: The Assistant Director, Program Navigation and Advising provides academic guidance and assistance for students by planning schedules, recommending programs and determining appropriate education solutions for post-secondary and high school students. As the team leader for the Washburn Tech Program Navigators and Advisors, serves as an advisor to a group of Washburn Tech programs and manages the day-to-day operations of the Tech advising area. This includes training, coordinating projects, data collection, data reporting and serving as the primary liaison for KDSE activities, enrollment processes, surveys, and Tech's operation of the advising software, currently, Navigate. The position also serves as lead contact for resolving data and reporting issues and requests with partner school districts.

Essential Functions:
• Coordinate advising activities and topics for principal & counselor meetings, instructor professional development and New Student Orientation. This includes training instructors on the use of student services processes and systems.
• Coordinate the enrollment and re-enrollment process with Tech admissions, registrar services, instructional administration and the Assistant/ Assoc. Dean of Student Services.
• Coordinate the collection of student and class data across campus using Qualtrics, Navigate and other collection devices. This includes managing the roster check and verification process, and the process of collecting attendance and reporting to the high school counselors and principals.
• Implement retention and recruiting advisement plans along with colleagues for the high school and post-secondary levels.
• Coordinate the academic standing process for Tech. This includes identifying students' academic standing, assigning new statuses when needed and communicating academic standing with students and high schools.
• Serve as a primary liaison with the academic advisors in the Student Success Center at the University.
• Meet with students as needed to discuss academic progress and recommend alternatives and resources available to assist with issues that impede their academic progress. Connect students with key campus partners/resources and provide academic advising.
• Discuss associate degree options available at Washburn Tech and Washburn University to help potential students identify career options and develop academic plans to support their goals. Refer to appropriate staff as needed.
• Evaluate grades and attendance to assess student progress toward graduation and satisfactory

academic standing related to probation and suspension.
• Collaborate with instructors to manage students who exhibit disruptive behavior, perform poorly in class or require special attention.
• Serve as a liaison with school districts who send students to Washburn Tech. Communicate with school districts via high school counselors and principals. Establish and maintain class rosters to provide accurate data on students to the participating school districts.
• Collaborate with other Washburn University and Washburn Tech staff to plan and coordinate on campus planning of a career fair and other events.
• Refer students seeking employment to appropriate placement centers. Develop and maintain referral relationships with Kansas Workforce Centers
• Work closely with appropriate staff to proactively intervene and assist students experiencing personal or behavioral problems.
• Present information at Student Orientation sessions and arrange for speakers to highlight services and resources available to students.
• Serve on committees and boards voluntarily or as assigned.
• Attend professional workshops and conferences to update knowledge and techniques relative to advising, recruitment, enrollment and retention of students.
• Perform additional job-related duties as assigned or as appropriate.

Required Qualifications:
Bachelor's degree and four years of advising experience working directly with post-secondary or secondary students to promote student success
OR
Master's degree and two years of experience working directly with post-secondary or secondary students to promote student success
Proven proficiency in Microsoft Office and data collection software such as Qualtrics.
Demonstrated effective interpersonal and communication skills with the ability to work effectively with faculty, staff, and students in a team environment.
Experience working with a diverse population of students who possess a broad range of academic skills and goals.
Experience maintaining confidentiality.

Preferred Qualifications:
Experience in student advisement or counseling or social work.
Experience in the direct delivery of client services.
Bilingual in Spanish.

Full time Exempt Mon-Fri 7:30am - 4:30pm
Background Check Required

Washburn is an EOE and is dedicated to providing a student-centered and teaching-focused academic and work environment. We seek candidates who are committed to Washburn's efforts to create a campus climate that fosters the growth and development of a diverse student body, and we encourage applications from

members of groups that have been historically underrepresented and/or marginalized in higher education.

Washburn University provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status.

Washburn University is committed to providing reasonable accommodations to applicants for employment. If you are an applicant who needs a reasonable accommodation to participate in the application or interview process, please email benefits@washburn.edu or call 785-670-1538 at least five (5) business days in advance of the date you need the requested accommodation.