

STUDENT SUCCESS ADVISOR

STUDENT SUCCESS CENTER

Description: Under the general direction and supervision of the Director of the SSC, the Student Success Advisor's primary duty will be the advising and retention of freshmen students. The Student Success Advisor is responsible to provide advising and support to students during the registration process; exploring various major and career options; and writing and communicating a plan for improving the academic performance of University students having academic difficulty.

Minimum Requirements: Bachelor's degree is required. Must have work experience in either of the following: higher education setting (student services, enrollment services, academic affairs, or related area) or in a high school counseling/advising setting. Must have strong communication, computer and public speaking skills. Must have strong skills in providing excellent customer service and demonstrate strong ethics. A valid driver's license and safe driving history are required.

Preferred Qualifications: Master's degree.

Knowledge, Skills and Abilities: Ability to interpret and communicate University policies and procedures, academic requirements, campus resources, student life, and support services; sensitivity to the needs of a diverse student population, including minority and international students; strong interpersonal/human relations skills; ability to encourage and empower students to make their own decisions; ability to act as an advocate for both the student and the University; ability to identify students' needs for support services in order to make appropriate referrals; ability to maintain confidentiality; ability to operate a personal computer and various software packages; and ability to work a flexible schedule.

Hire Range: \$31,561- \$ 40,507 annually

University Hours: 8:00am – 5:00pm, Monday – Friday

Position Work Hours: 37.5 hours per week.

To include some nights and weekends

Class Code: CB65 – **State Title:** Student Svs Pgm Crd I

Position #: – **Band:** 04

Search openings at careers.sc.gov

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Applications must be submitted online at www.careers.sc.gov. Receipt of individual applications not acknowledged. See position status at www.lander.edu/hr. Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



Lander University is committed to equal opportunity employment and being an employer of choice. Lander believes that corresponding differences within the faculty and staff, whether based on ethnicity, race, gender, religion, age, or other experiences, are tremendous assets to the role of Lander as an educational institution and within the community, region, and state. Moreover, Lander is an Affirmative Action/Equal Opportunity Employer. As a result, it is the policy and commitment of Lander that it will not discriminate based on race, color, religion, sex, national origin, age, disability or other protected characteristics.