



**MINNESOTA STATE
UNIVERSITY, MANKATO**

RESIDENTIAL LIFE

Academic Success Coordinator

Position Description for Graduate Assistantship

The Academic Success Coordinator provides leadership to Residential Life initiatives that support the academic success of students living on campus. The Academic Success Coordinator reports directly to the Student Success Coordinator & Conduct Officer and works approximately 20 hours per week, primarily during business hours. Duties and responsibilities include, but are not limited to:

Campus Academic Knowledge

- Through initiating contact, actively learn about campus academic resources and personnel including: Center for Academic Success, University Advising, Career Development Center, Memorial Library, Student Support Services, Learning Community Program, Maverick Success Program, MavPASS, Accessibility Resources and Diversity, Equity and Inclusion.
- Provide leadership to department-wide Community Advisor (CA) training presentations on academic resources.
- Learn, understand, and communicate information to Residential Life staff related to academic success initiatives, the academic calendar, and class registration at Minnesota State Mankato.
- Actively participate in Residential Life academic committees and seek the engagement and involvement of the Residential Education team in these committee efforts.

Academic Program Development

- Meet each semester with the community leadership teams to share academic support the position can/will provide.
- Coordinate department wide academic initiatives including coordinating assessment of academic initiatives.
- Develop and maintain academic success workshops and programs that can be presented to residence hall floor communities or residence hall communities as requested by CAs or Hall Directors.
- Create academic related materials (such as bulletin boards, videos, or email templates) that can be utilized by CAs to enhance academic support efforts.
- Communicate academic related information at Residence Hall Association (RHA) assembly meetings at least twice per semester.
- Coordinate efforts to educate and encourage student utilization of academic advising and tutoring.

- In partnership with the Assistant Director for Planning, Marketing, and Administration, provide academic related information in the Residential Life weekly newsletter and University Dining Center table tents.

Additionally, in coordination with their supervisor, the Academic Success Coordinator can explore opportunities to gain professional development experiences within and outside of Residential Life.

Required Qualifications:

- Bachelor's degree
- Admitted to Minnesota State University graduate program by start date
- Enrolled in a minimum of six (6) graduate credits per semester during assistantship, and maintain good academic standing
- Be able to work at least 16 hours per week during business hours (8:00AM-4:30PM).

Preferred Qualifications:

- Demonstrated commitment to fostering a diverse working and learning environment
- Knowledge of college student academic issues
- Strong written, verbal, and presentation communication skills
- Demonstrates initiative and experience assisting others
- Effective time management and self-management skills
- A 2-year commitment to the position is preferred but not required