

STUDENT SERVICES COORDINATOR

Description

The Student Services Coordinator supports students by providing information and administrative services that enhance the student experience. The Student Services Coordinator provides assistance to students, parents, and faculty, and administers partnerships with high school and college partners. The Student Services Coordinator provides administrative support to the general studies department.

Reporting Relationships

Reports to the Academic Dean

Duties and Responsibilities

- Serves as the first point of contact for students with administrative or logistical (non-academic) issues
- Inputs, updates, and tracks student, faculty, and course data
- Schedules initial student meetings with Academic Advisors and follow-up meetings, as requested
- Maintains student files in collaboration with other staff/departments
- Prepares and updates general studies course folders and faculty mailings
- Coordinates administrative tasks with partner school (high school and college) liaisons
- Monitors student attendance records and contacts students who have excessive absences
- Serves as liaison between faculty and students and apprises faculty of information required for student success
- Serves as the first point of contact for faculty questions and concerns
- Serves as resource to parents with program-related questions
- Purchases supplies for general studies courses and events
- Assists with the management of educational technology
- Manages student job board and other bulletin board postings
- Coordinates testing center and testing services
- Manages logistics for programs and events
- Drafts correspondence for the Academic Dean and the general studies department
- Provides general administrative support to the Academic Dean, faculty, and institutional staff

- Engages in ongoing assessment of institutional effectiveness and process improvement

Minimum Skills/Experience Required

- Undergraduate degree
- One to two years of related work experience
- Superior experience with and knowledge of MS Office, especially Word and Excel, and MS One Drive; ability to design spreadsheets
- Professional demeanor and engaging interpersonal skills for working with a broad range of students, parents, faculty, vendors, and partner school professionals
- Excellent oral and written communication skills
- Ability to research, learn, and implement new programs/technology quickly
- Self-starter; willingness to take direction and work independently

To apply please send curriculum vitae and cover letter to:

Sarah Brody

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Non-Discrimination Policy

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