

Student Success Advisor - Fargo

The University of Mary invites applications for a full-time, 12-month, exempt Student Success Advisor for the Fargo Campus. The Student Success Advisor advises students by connecting students with appropriate paths of study in order to achieve their educational goals.

Essential Roles and Responsibilities Include:

- Advises current students and applicants for admission and enrollment within an assigned territory. Ensures each student receives personal verbal and written communication, which may include extensive telephone in person, and email contact. Records a summary of each contact in the appropriate software system. Meets assigned goals for retention and graduation within territory
- Analyze requirements of the students, and presents program concerns to the appropriate departments
- Assist faculty with ongoing student advising. Assists in development of and revising of degree plans
- Assist with development and execution of robust orientation sessions for both individuals and groups
- Meets with prospective and current students at campus locations (when appropriate), and via distance through technology
- Assists with registration process, add/drop forms and other documents as needed
- Attend and actively participate in advising staff meetings, training programs, and planning retreats
- Participate in meetings with academic administration within schools to discuss feedback from students and to discuss potential changes and any opportunities for improvement
- Assist students with enrollment concerns or issues, serving as liaison to departments across campus including the registrar, financial aid, student accounts, academic faculty, and information technology
- Upholds and supports the Christian, Catholic, Benedictine mission of the University of Mary
- Supports the ongoing implementation of *Ex Corde Ecclesiae*, the apostolic constitution on Catholic colleges and universities
- Builds a culture of ready and earnest hospitality in the Office of Enrollment Management and throughout the university in accord with Saint Benedict's admonition that *all be received as Christ*

Qualifications Include:

- Bachelor's Degree required
- Four years of experience in higher education, curriculum development, or workplace training required

Knowledge and Skills Include:

- Experience with establishing and maintaining client/prospect relationships throughout a community
- Proficient in the use of Microsoft Office Suite applications
- Able to work independently and with a team of colleagues
- Ability to maintain confidentiality
- Ability to work independently with flexible schedules and limited travel throughout North Dakota
- Possess a valid driver's license

The University of Mary is a private, Christian, Catholic, Benedictine university that welcomes students of all faiths and backgrounds. Infusing Benedictine values throughout the educational experience, Mary offers distinguished, professionally-focused academic programs enlivened by the liberal arts, global and civic service, robust internships, and mentoring by respected faculty. As one of the most affordable private universities in the nation, Mary offers exceptional educational value as well as outstanding scholarship and financial aid opportunities.

For more information on the University of Mary, please watch a short video by clicking on this link: <https://youtu.be/Go37Hy6QrVs>

We welcome your interest in joining the University of Mary. To apply, email a letter of interest and resume to employment@umary.edu or mail to University of Mary, Attn: Human Resources, 7500 University Drive, Bismarck, ND 58504.

Equal Opportunity Employer