

NOTICE OF VACANCY

Position Title: Student Coordinator

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**SALARY:** \$42,000 annually

**REPORTS TO:** Professional Studies Director of Community Engagement

**BENEFITS:** Institutional fringe package includes health, dental, & vision coverage, life insurance, FSA, and retirement plans.

**POSITION DETAILS:** Full-time; FLSA Exempt

**HOURS:** Monday-Friday; 8:00AM to 5:00PM

**START DATE:** As soon as possible

**SUPERVISORY DUTIES:** N/A

**POSITION SUMMARY:** The Student Coordinator for the Division of Professional Studies at the University of Science and Arts of Oklahoma (USAO) serves as a critical liaison between non-traditional and online students and the university. This role provides guidance through the entire process from inquiry through the entire academic journey toward successful program completion, ensuring a seamless and supportive experience. The Student Coordinator provides comprehensive support, advising and advocacy to help individuals navigate their educational path successfully regardless of their geographical location.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

- Onboarding Management: Guide newly accepted non-traditional and online students through the university's onboarding process, from inquiry to program completion
- Academic Advising: Provide personalized academic advising to help students select appropriate courses aligned with their degree plans and career goals
- Transcript Evaluation: Conduct institutional transcript reviews of earned college credits to apply to current institutional degree requirements; conduct periodic degree checks for graduation requirements
- Course Scheduling: Schedule and enroll students in appropriate courses to expeditiously complete their chosen academic program
- Prior Learning Assessment (PLA) Facilitation: Serve as the primary point of contact for students interested in PLA. Provide comprehensive advisement and

guidance on the PLA process to help students earn academic credit for prior learning experiences relevant to their degree requirements

- Student Support Services: Provide direct services including mentoring, coaching, advising, recognition, encouragement, and program identification; assist students with the financial aid process; provide information to access other services such as childcare, tutoring, emergency funding, book/fee assistance, transportation, nutritional assistance, housing assistance, etc.
- Orientation Coordination: Develop and implement orientation programs specifically designed for non-traditional and online students
- Student Success Support: Monitor student progress and proactively intervene when students face academic challenges
- Communication Management: Serve as the primary point of contact for students, maintaining regular communication through email, phone, and virtual meetings
- Record Maintenance: Maintain accurate student records and ensure compliance with university policies and regulations
- Program Promotion: Assist with promotional activities for programs within the Division of Professional Studies
- Process Improvement: Identify opportunities to enhance the student experience and streamline administrative processes

#### **QUALIFICATIONS, EDUCATION & EXPERIENCE:**

- Bachelor's degree in education, psychology, business, or related field
- Minimum of 2 years' experience in higher education student services, academic advising, or related area
- Proficiency with student information systems and academic management software
- Excellent verbal and written communication skills
- Strong organizational abilities with attention to detail
- Demonstrated ability to work independently and as part of a team
- Experience with online education platforms and technology

#### **TO APPLY:**

Complete the USAO application at ( <https://usao.edu/about/personnel.html> ). When completing the USAO application, please attach a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts.

**ABOUT USAO:** The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience” To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see [www.usao.edu](http://www.usao.edu).

### **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.