POSITION DESCRIPTION

Position Summary:
The Student Engagement Coordinator and Director of Title III Activities is the primary coordinator of initiatives to improve student success and retention planned in Albright College’s funded Title III grant initiative, Increasing Achievement, Progression and Retention to Graduation. Reporting to the Provost, who is Project Coordinator for the grant, the Director will oversee implementation and evaluation of grant activities. This is a five-year, grant-funded position.

Essential Job Functions:
1. Coordinate the day-to-day implementation of the project activities
2. Chair a Title III Project Team that will implement project tasks, identify challenges and solutions, and ensure progress toward project goals according to its timeline. The Team will include the Associate Dean of First Year Experience, (who is the Learning Communities Coordinator), the Director of Teaching and Learning, and selected faculty, academic coaches, and academic support and student services staff.
3. Keep the Provost/Project Director apprised regularly of project status and needs
4. With Admissions, Student Life, and Academic Affairs administration, plan all aspects of the College onboarding process
5. Develop additional engagement initiatives College-wide in collaboration with faculty and staff
6. Collaborate with College staff to ensure that procedures and processes are consistent with grant goals and objectives.
7. Work with external evaluators and the Project Coordinator to plan and validate data collection methods, timetables and analysis methods.
8. Coordinate data collection and reporting procedures for the grant project and prepare regular reports for the Project Coordinator and others as needed.
9. If required by the project, attend Title III annual conferences.

Physical Demands:
The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is regularly required to use hands to handle, or feel; reach with hands and arms; and talk and hear. The employee is required to stand; walk; sit; and is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

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<th>OCCASIONALLY-0-35% OF TIME</th>
<th>FREQUENTLY-36-74% OF TIME</th>
<th>CONSTANTLY-75% OF TIME</th>
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<td>Stand</td>
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<td>Walk</td>
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<td>Lift/Carry/Push/Pull 11-40 lbs.</td>
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**Work Environment:**
*The work environment characteristics described here are representative of those encountered while performing the essential functions of this job.*

The individual is routinely exposed to indoor conditions, minimum outdoor weather and temperature extremes, and moderate noise level. Occasional weekend or evening work relevant to Academic Affairs or Admissions events.

**Qualifications/Prerequisites:**

1. **SKILLS**
   a. Demonstrated program development and implementation skills
   b. Demonstrated ability to plan and implement data-driven assessment 
   c. Ability in a higher education setting to plan and implement first-year student success programs based on best practices for advising, academic coaching, first year seminars, academic support, and career development 
   d. Highly collaborative, with proven ability to work collegially across divisions, with committees, individual faculty, administrative colleagues, and students
   e. Excellent communication skills, written and verbal, in individual and group settings, including ability to deal tactfully with and motivate different campus constituents 
   f. Integrity and good leadership and organizational skills 
   g. Student-centered commitment to the goals of liberal arts education 
   h. Ability to work independently and handle multiple tasks
3. **EMPLOYMENT EXPERIENCE**
   a. Higher education administrative experience, including budget and project management; prior Title III or other grant project supervision preferred
   b. Previous teaching experience in higher education preferred

4. **EDUCATION**
   a. Graduate degree from a regionally accredited institution; doctoral degree preferred

5. **LICENSES**
   N/A

This job description is intended to describe the general nature and level of work performed by people assigned to this classification. It reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.