



**Vacancy Announcement**  
**Academic Coordinator**  
Academic and Student Affairs

Virginia Union University (VUU) was founded in 1865 in the heart of Richmond, VA. Over the past 153 years, the university has become a premier liberal arts urban institution of higher education and center of excellence for the preparation of students and the development of leaders for tomorrow's world.

Reporting to the University College Dean, the Academic Coordinator will be committed to providing academic and scholastic development for matriculating undergraduate students. This position integral to the academic support component of the University College's "Circle of Support", a high-touch university support system dedicated to increase retention and graduation. This position is for someone who is passionate about helping students reach their educational goals and is eager to help students discover their academic strengths. The Academic Coordinator will be a resource for students, ensuring that they identify their talents and reach their full potential.

**Duties and Responsibilities:**

- Strategically plan, develop and facilitate student execution of a comprehensive academic road map
- Maintain up to date knowledge on all university services, programs and student-driven opportunities
- Advise students on general education requirements for all academic majors and coordinate efforts for students to engage with academic units
- Assist students with preparing admissions applications into degree programs
- Monitor and evaluate student academic performance
- Provide support and/or advice in helping students to overcome academic roadblocks
- Lead and deliver presentations to campus stakeholders on the University College's mission, services, and results
- Attend professional and university professional development workshops and other means of networking to build and maintain a competitive edge in academic support
- Aid in the retention and re-enrollment of current students
- Utilize university technology platforms/software to monitor and report student status
- Manage peer-mentors, who also aid in providing student support
- Design and implement programmatic/ritual initiatives that maintain student engagement
- Prepare "Satisfactory Academic Progress" plans for students who have not transitioned into degree programs
- Manage and conduct analyses on student progress reports (Mid-Semester Check-in)
- Other duties as assigned

Academic Coordinators will be assigned students by the following categories:

1. Panther Promise Students (Transfer, re-admitted ("stop-outs"), self-disclosed learning disabilities and those admitted to the Panther Academy and/or <2.0 GPA)

- Communicating with potential conditional admits to inform them of program requirements
  - Ensuring that the student cohort members complete the assigned retention activities within their conditional admission agreement.
  - Utilizing technology to track the student cohort for potential retention risks.
  - Determining student status from conditional admission to full time student.
  - Assess/Track/Reporting student cohort success through to graduation.
  - Develop action plans for re-admitted students (particularly those students who have “stopped out” for greater than or equal to 5 years, academic underperformance (<2.0), and/or have a documented IEP/disability)
2. Virginia College for African American Women/Men (Program Director)
- Plan and implement co-curricular initiatives that support student learning outcomes and student needs as articulated during student meetings (at least twice per semester) to increase student development
  - Report student needs/concerns to the UC Dean to be shared with other university divisions and/or academic units (as needed)
  - Serve as Instructor for GST004

**Qualifications:**

- A passion for working with college students
- Excellent interpersonal skills
- Ability to communicate effectively with diverse groups of people
- Proven organizational skills
- Team-oriented
- Effective use of technology to track student needs and progress
- Detail-oriented with ability to multi-task
- Design and implement co-curricular activities that bolster student development

**Required Qualifications:**

- Bachelor’s Degree
- Demonstrated experience in student development and/or college counseling
- Proficient in the use of Microsoft Office suite

**Salary:** Commensurate with experience

**Applications Deadline:**

Review of candidate materials will begin immediately and continue until the position is filled. Applications should include a resume with three references and a cover letter and should be emailed to [Resumes@vuu.edu](mailto:Resumes@vuu.edu). Please call (804) 257-5841 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color,

religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

**For more information about Virginia Union University, visit <https://www.vuu.edu/about-vuu>**

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