

Job Description

Position Title:	Student Success Advisor (Career-Focused)		
Business Unit:	Office of Student Success (OSS)	Status:	Full-Time Salary (Exempt) Title V Student Success Grant
Reporting to:	Director of Student Success	Salary Range:	

Background:	<p><u>University Overview</u></p> <p>Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree-granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u></p> <p>Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service.</p> <p><u>University Mission</u></p> <p>The University's Mission statement is "Inspiring knowledge, faith, and service through Christ-centered education."</p>
Position:	<p>The Student Success Advisor plays a key role in supporting student academic achievement, retention, and career exploration through individualized advising, progress tracking, and holistic guidance. This position works with all students in helping build academic plans and collaborates with key departments to ensure a smooth path from enrollment to graduation and beyond.</p>

Responsibilities:

Academic Advising & Student Support

- Advise students in the development and monitoring of individualized academic plans and career exploration.
- Provide ongoing support for students on SAP (Satisfactory Academic Progress), including academic plans, check-ins, and accountability follow-up.
- Facilitate summer advising and orientation support for new and transfer students, assisting with course registration and transition planning.
- Conduct regular student check-ins to track progress, address challenges, and connect them to relevant resources.
- Develop and monitor individualized academic success plans aligned with student goals.
- Utilize appreciative advising to build relationships and guide students holistically.
- Support communication between OSS and faculty regarding academic alerts, student concerns, and advising strategies.

Student Retention & Performance Monitoring

- Attend weekly Office of Student Success (OSS) team meetings to collaborate on retention strategies and student success initiatives.
- Collaborate with faculty to track academic performance and identify at-risk students using platforms such as Dropout Detective.
- Monitor student GPA and engagement trends before and after support services are provided.
- Train faculty and staff on the use of Dropout Detective and best practices in appreciative advising.
- Maintain accurate reporting for academic progress, service usage, graduation rates, and student outcomes.

Career Development & Internship Support

- Assist students with career planning and post-graduation goals by offering resume reviews, interview preparation, and internship exploration.
- Support usage of career tools including BigInterview, Focus2Career, ResumeAI, and 12twenty.
- Facilitate and manage the Internship Prep Program (IPP), assigning students to Power Skills and IPP pathways and tracking their progress.
- Lead career-related workshops and initiatives to enhance soft skills, professional readiness, and confidence.
- Provide direct support for students throughout the internship process, including resume guidance and platform navigation.
- Network and develop new internship opportunities and maintain strong employer partnerships.
- Manage the internship process from initial MOU to final evaluation and stipend facilitation.

- Organize career expos and coordinate with internal and external partners for participation.

Academic Support & Tutoring

- Oversee and promote online tutoring platforms (e.g., Tutor.com), ensuring accessibility and effectiveness for students.
- Serve as a liaison between tutors, students, and OSS staff to support communication and academic follow-up.
- Track and analyze tutoring session attendance, engagement trends, and academic outcomes.
- Facilitate at least one Student Success Workshop per semester focused on academic strategies and success skills.

Program Coordination & Events

- Coordinate and support OSS and Enrollment events.

Other Responsibilities

- Duties as assigned

Requirements:	<p><u>Primary Requirement</u></p> <p>Must have strongly expressed a commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, be a member of the Seventh-day Adventist church in good and regular standing, and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere.</p> <p><u>Other Requirements</u></p> <ul style="list-style-type: none"> • Bachelor's degree in Education, Psychology/Counseling, Student Affairs, or related field. (Master's degree preferred) • Prior experience in academic advising, enrollment management, or student services preferred. • Knowledge of higher education policies, procedures, and regulations related to admissions and student advising. • Strong interpersonal skills and ability to build rapport with students from diverse backgrounds. • Excellent communication and presentation skills. • Ability to work independently and collaboratively in a fast-paced environment. • Proficiency in student information systems and advising tools. • Commitment to student-centered advising practices and fostering student success. • Other duties as assigned.
Knowledge, Skills & Abilities	<ul style="list-style-type: none"> • Knowledge of advising practices and principles. • Knowledge of university curriculum requirements. • Ability to formulate plans; determine program direction; and evaluate services effectively. • Skill in both verbal and written communication. • Ability to work with a team.
Work Conditions & Environment:	<p>Job Conditions: Computer use, Fast-paced work, Fluent in speaking, reading, and writing English.</p> <p>Occasional: Working on weekends</p> <p>Environment: Frequent: Indoor. Occasional: Outdoor, Wet/Dry Conditions, Cold/Heat (due to retreats, travel or camping) and Noise/Vibrations.</p> <p>Work Hours: Monday-Friday (40 hours/week)</p>
<p><i>This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.</i></p> <p>Southwestern Adventist University complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.</p>	



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