

Student Success Advisor

The Student Success Center Student Success Advisor will serve as a student advocate by providing academic support services to students within one of the eight (8) schools at Hampton University (e.g. **School of...** Business, Nursing, Engineering and Technology, Science, Liberal Arts & Education, Journalism and Communication, and Pharmacy). Responsibilities include assessing and analyzing each student prior to their arrival on campus, providing students an individual academic prescription, registering students for support services such as free tutoring, coaching students for a smooth transition to college, and continually monitoring students' performance and progress. The Student Success Advisor will encourage and empower students to take responsibility for their learning.

Job Duties:

- Access, organize, and maintain academic information for every student within your respective **School** before they arrive on campus
- Perform an assessment and analysis of each student before they arrive on campus
- Provide an academic prescription by completing an Individual Academic Plan for Success Form (IPASS) for each student
- Coach students for a smooth transition into Hampton by providing necessary resources (e.g. free tutoring, career advisement, disability services, etc.)
- Monitor student progress to ensure the student is adhering to the recommended prescription - their Individual Academic Plan for Success (IPASS).
- Schedule continuous advisement sessions for a minimum of 10 sessions within the academic school year
- Document advisement sessions and student progress in the Blumen Database System.
- Serve as a liaison between your **School** officials, the Student Success Center director, and students
- Become knowledgeable of the different majors offered through your **School** and their respective curriculums
- Become knowledgeable of University policies and procedures, academic requirements, campus resources, student life, and support services
- Advise students with mid-term deficiency within your respective School
- Advise academic probation students within your respective School
- Cultivate relationships with the different departments/resources available within the campus community.
- Encourage the personal motivation and work ethic necessary for optimal student achievement
- Assess personal, social or emotional issues which may hinder academic success and make referrals to appropriate professionals as required
- Plan, coordinate, and implement presentations/workshops for your respective **School** focused on study skills and student empowerment
- Compose reports as required
- Implement outreach efforts as needed
- Attend meetings as well as facilitate meetings as needed
- Assist with Young Diplomats Summer Residential Program (YDP) responsibilities
- Perform other duties as assigned by the director

Qualifications:

A Master's degree in counseling or a related field is preferred. A Bachelor's degree may be considered, if adequate experience can be demonstrated.

Requirements:

- Must possess good Interpersonal/human relations skills (friendly, open, and approachable)
- Must demonstrate initiative and possess the ability to complete projects from idea to implementation
- Must be organized and possess the ability to multi-task
- Must possess good presentation skills
- Sensitivity to the needs of a diverse student population, including minority and international students
- Ability to encourage and empower students to make their own decisions
- Ability to operate a personal computer and various software packages

How to Apply

Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either via email at HROFFICE@hamptonu.edu or fax to (757) 727-5969:

Office of Human Resources
Hampton University
Hampton, VA 23668

****No phone calls**

****Incomplete applications will not be considered**

Forms:

Visit [Human Resources – Hampton University Human Resources](#) to retrieve the educational support staff employment application and other supplemental application materials.