

Belmont University is seeking applicants for our Assistant Director of Student Success and Flourishing.

Description: The Assistant Director of Student Success and Flourishing (ADSSF) serves to support and provide oversight to the academic success of the Bridges to Belmont Pathway Programs, which include pre-college programming, access scholarship programs and community college partnerships. This position performs both a meticulous administrative role, as well as a mentoring role. The leader in this position will create, implement, and coordinate access, retention and completion programming geared toward underrepresented populations within the Bridges to Belmont Pathway Programs.

Specifically, the ADSSF will do the following:

- Provide direct supervision to the Student Support Specialist.
- Serve as the Bridges to Belmont primary liaison for key campus partners and the greater Nashville community, including regional community colleges and community agencies.
- Serve as liaison to the Dept. of Admissions in support of the recruitment and selection of scholarship pathway feeder high school students.
- In partnership with the Assistant Provost for Student Success and Flourishing (APSSF), help manage the overall Bridges to Belmont Pathway budget.
- Manage the day-to-day operations of the areas within the Bridges to Belmont Pathways.
- Manage and track the access, retention, and academic progress, with academic reports, of all Bridges to Belmont Access Scholarship Programs each semester, identifying academic challenges and providing necessary referrals for intervention including academic counseling, academic advising, tutoring, counseling, and other support services.
- Serve on scholar reinstatement committee for the Bridges to Belmont Access Scholarships and directly provide support to those who have been reinstated with a success and mentoring action plans.
- Manage the process of purchasing academic supplies for Bell Tower Scholars Program.
- Manage the application process for Summer School, appeals for 5th- year funding, and Study Abroad Requests for Bell Tower Scholars Program.
- Coordinate with campus and community partners to create and implement the academic and extracurricular portion of Pre-college and Access Scholarship pathways.
- Serve as a mentor, facilitator, and convener for student access and success support initiatives.

Required Qualifications: Belmont University seeks to attract and retain highly qualified faculty and staff that share the University's values and will contribute to its mission and vision to be a leader among teaching universities bringing together the best of liberal arts and professional education in a Christ-centered community of learning and service.

Qualifications:

- Outstanding customer service skills
- Basic knowledge of higher education academic advising, mentoring and academic coaching.
- Ability to conduct assessments of student learning and student learning outcomes.
- Ability to apply processes and policies with sensitivity and to make the final decision.
- Ability to design supplemental instruction programs.

- Demonstrated ability to work with diverse populations and foster sensitivity to diversity issues in the university community.
- Strong written, verbal, and interpersonal skills.
- Demonstrated conflict and resolution skills.
- Ability to work with sensitive information and maintain confidentiality.
- High level of computer literacy required. Knowledge of Microsoft Word and Excel, Internet applications. Knowledge of integrated databases preferred, i.e., Banner.
- Belmont University seeks to attract and retain highly qualified faculty and staff that share the University's values and will contribute to its mission and vision to be a leader among teaching universities bringing together the best of liberal arts and professional education in a Christ-centered, student-focused community of learning and service.
- Experience working independently in a fast-paced environment and the ability to respond to high-pressure situations. Ability to thrive in an environment of demanding work.
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Foster an environment of welcomeness, inclusion, and sense of belonging for underrepresented student populations.
- Ability to collaborate and approach challenges with a creative, entrepreneurial mindset.

Required Education: Preferred: Master's Degree in Higher Education Administration, Counseling, College Student Personnel, or related field. Required: Bachelor's Degree.

Required Experience: Minimum 3 years' experience working with student academic as well as the following:

- Demonstrated experience in a university setting.
- Demonstrated experience working in a collegial, yet high paced academic support unit.
- Demonstrated experience working with underprepared students in a Christian organization.
- Demonstrated experience with academic advising and academic major exploration.

Application requirements: All applications are submitted at the following link: [Apply](#).

Please contact Carshonda Martin at carshonda.martin@belmont.edu if further information is needed. Review of applications will begin immediately and will continue until position is filled. Anticipated start date will be May 1st.