

Position: Davis Adult and Community Education (DACE)
Student Success Coordinator

Salary Range: 30

Summary

Under the supervision of the Davis Adult and Community Education Principal and in collaboration with the Adult Education Coordinator, the SSC will provide student outreach services including phone calls, emails, and face to face meetings, arrange for and proctor testing/orientation sessions for new students, assist with data entry and analysis, and provide additional support as needed. The Student Success Coordinator (SSC) will work in the Davis Adult and Community Education main office.

Essential Duties and Responsibilities

Student Outreach:

- Address student concerns and questions in person, by phone, and by email in a professional and courteous manner
- Produce communication documents about programs, schedule changes, and facilities
- Advise students on areas related to education, career, and life skills Schedule and manage testing sessions for incoming students and determine appropriate class placement
- Contact students to encourage re-enrollment and to follow-up on goals via phone calls, emails, and social media.
- Maintain the school website as a communication tool

Data Collection and Research:

- Collect and organize data on student enrollment, including demographic and testing data
- Coordinate with team members regarding enrollment, class availability, and scheduling
- Provide support and assistance to coordinator for ASAP/TOPS data collection and entry, including student transcript review
- Research “best practices” in data collection and analysis and make recommendations to refine current practices
- Assist the principal and coordinator in preparing reports and other documents for district and school initiatives and for consortium deliverables
- Attend consortium level trainings and meetings related to data and assessment

- Complete online and face to face trainings provided by CASAS/TOPS

School Operations and Procedures:

- Participate in weekly staff meetings to provide input and review tasks
- Perform clerical tasks including filing, document preparation, and other tasks as assigned

Qualifications

Knowledge and Skills

- Effective oral and written communication skill
- Proficiency in use of electronic communication and computer application
- Exceptional personal relations skills and ability to diffuse tensions
- Solve problems independently

Education and Experience

- Must possess a Bachelor's Degree or higher equivalent
- Familiarity with adult education and consortium initiatives and deliverables

Working Conditions

Office and classroom setting. Significant physical abilities include balancing, reaching and handling, manual dexterity, talking/hearing conversations and other sounds with or without aids, near and far visual acuity/depth perception with or without visual accommodation.