



---

Student Success Specialist

Indianapolis

CBS Indianapolis

Student Services/Exempt

Campus Dean of CBS Indianapolis

Staff as Assigned

The Student Success Specialist is responsible for providing servant leadership and administrative management, to develop and facilitate the enrollment and retention of a quality student body focused primarily on Indiana campuses, through the practices of admissions, advising, student success and retention, and supportive student services consistent with the College's mission and accreditation standards. The Student Success Specialist will also provide support to faculty, staff and students, marketing plans, building constituent relations, budgets, administration, and provide operational projections as needed for attrition and retention goals. Coordinate the development, improvement, and operations of the assigned programs to enhance the impact and growth of the operations/campus.

Coordinates all the recruitment and admissions efforts, while serving as the primary point of contact for the recruitment initiatives for the Indiana campuses.

Provides a high level of proactive, personalized academic and persistence coaching for assigned students that helps them overcome obstacles to course completion and, eventually, graduation.

Provides comprehensive academic advising aligned with standards of excellence articulated by the National Academic Advising Association (NACADA) and the Council for the Advancement of Standards in Higher Education (CAS).

Implements team plans for student retention and engagement programs and activities.

Assists in the process that engages applicants and re-admitted students in a professional manner; resulting in newly admitted, continuing, and returning students matriculating into the college as enrolled students, in degree programs that best equips them to fulfill their desired educational and ministry goals.

Assists with programmatic services and programs as assigned, utilizing effective enrollment, degree retention, retention, and salary graduate knowledge, skills, and abilities.

Ensures compliance with the Family Education Rights and Privacy Act (FERPA) as it relates to the assigned areas of responsibility.

Assists with policies, procedures,

Ability to manage multiple projects simultaneously while achieving goals and objectives.

Ability to work effectively under pressure and meet deadlines.

Ability to assess problems, identify appropriate actions and communicate solutions to management, staff, and student customers.

Knowledge of enrollment management best practices and accreditation requirements.

Proficiency in use of Microsoft Word, Excel, Power Point, Internet, and e-mail.