WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report’s list of the Best Regional Universities (West) and Forbes’ Best Value Colleges. We are dedicated and guided by our Mission and thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

PRIMARY RESPONSIBILITIES

• Manages, in consultation with the Director of the Office of Civil Rights, student disability accommodation services including, but not limited to, ADA accommodation process and support service design, development, implementation, and coordination with applicable departments.
• Coordinates with the Chair of the ADA Committee.
• Manages and directs ADA accommodations for major University academic events.
• Supervises graduate student who coordinates proctoring for all colleges, logistic aspects of exam receipt and delivery, and ensures security of testing materials.
• Provides support and intervention to students demonstrating academic or other difficulties that threaten success at UD. Advises students about academic requirements and selection of courses. Refers students to the appropriate specialized staff for comprehensive counseling, financial assistance, study abroad, and other services. Assists with communication to students regarding registration and academic probation, as well as students on academic waiting lists for the Rome program. Assists students with career planning.
• Participates in the development, implementation, review, presentation, and revision of student orientations, student development programs, and student retention programs.
• As First Generation Student (FGS) Specialist
  o Coordinates with Admissions and Financial Aid for an outreach program to select high schools in the Dallas-Fort Worth area.
  o Collaborates with Director of Academic Success in the design and implementation of the summer bridge program for FGS.
  o Maintains contact with FGS and parents after bridge program to ensure students are prepared for matriculation.
  o Coordinates mentoring and tutoring program for FGS during freshman year.
• Collaborates with faculty and department chairs in the development of student success programming.
• Collaborates with faculty and faculty advisers in counseling students.
• Develops advising materials and presentations to support individual and group student sessions. Distributes information on institutional policies and procedures.
UNIVERSITY OF DALLAS

- Engages in professional development activities and stays abreast of changing institutional, local, state, and federal information including, but not limited to, admissions requirements, new programs, course changes, deadlines, transfer requirements, and other applicable issues.
- Designs and administers surveys, in consultation with the Asst. VP for Institutional Effectiveness, (including but not limited to the College Student Inventory survey), questionnaires, and other data-collection instruments to gather institutional student data. Collects student data from institutional departments and systems for analysis. Analyzes data and interprets results to inform institutional strategies/initiatives.
- Meets with students to reflect on results of College Student Inventory Survey and coordinates efforts to shares relevant insights from data with appropriate offices on campus.
- Coordinates academic success training for undergraduate and graduate student mentors and tutors. Coordinates tutoring services for undergraduate students, including coordinating with department chairs, hiring of tutors, managing and scheduling of tutors, advertising tutoring, supervising the tutoring area, and gathering and analyzing data for tutoring services provided.
- Coordinates Early Alert and Midterm Alert system in collaboration with the Director of Academic Success and Constantin College Associate Dean. Contacts students who have been reported through the Early Alert and Midterm Alert System, meets with those students, and keeps detailed records on those meetings.
- Works with the Associate Dean of Constantin College and Director of Academic Success to register incoming students for classes each Fall semester.
- Teaches a 1-credit course on Study Skills every semester: GST-1112.

MINIMUM REQUIREMENTS

- Bachelor’s degree and two (2) years of professional work experience in student services or related education/experience. A Master’s degree may substitute for one (1) year professional work experience.
- A deep understanding of and appreciation for the University’s mission as a Catholic liberal arts institution.
- Excellent coordination, planning, and organizational skills.
- Demonstrated problem solving skills, including, but not limited to, crisis intervention, conflict management, and interpersonal skills.
- Knowledge of applicable laws and regulations including, but not limited to, FERPA and ADA.

PREFERRED QUALIFICATIONS

- Master’s degree in Counseling, Psychology, Education, or closely related field with experience in academic advising.
- Experience with first generation student success advising or underrepresented student populations.
- Proficiency in Spanish.
BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: [https://hr.udallas.edu/apply/](https://hr.udallas.edu/apply/)

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.