



Project Coordinator for *ILE and Student Success

***(Intercultural Learning and Engagement)**

Part Time / Hourly / Non-Exempt

REPORTS TO

Vice President for Intercultural Learning and Engagement (Vice President for ILE) with dotted line responsibilities to AVP for Student Success

DEPARTMENT

Intercultural Learning and Engagement

EFFECTIVE DATE

November 1, 2021

JOB SUMMARY

Southern Nazarene University is seeking applications of candidates for a ***Project Coordinator for ILE and Student Success***

The Coordinator will coordinate and carry out new and existing projects or assignments and will support leadership ensuring successful outcomes of projects and assignments are completed in a timely manner. Resumes will be accepted until position is filled.

The Coordinator will be responsible for the tracking progress and identifying student success barriers for specific student populations and connecting students to appropriate resources.

RESPONSIBILITIES

Essential Functions for ILE:

- Assist & Support with and for the Vice President for ILE.
- Aid in completion of projects as needed.
- Community Engagement and Team support as directed from Vice President for ILE.
- In consultation with and as assigned by the Vice President for ILE: initiate, coordinate, organize and implement special projects that create institutional development and awareness to issues pertaining to diversity, inclusion, equity and justice.
- Conduct research and data analysis for themes related to diversity, inclusion, equity and justice, and manage KPI data as assigned by the Vice President for ILE.
- Other duties as assigned or designated by the Vice President for ILE.



Essential Functions for Student Success

- Track Student Progress and connect students to appropriate resources
 - Proactively communicate with first year faculty and student mentors, Learning Community faculty, Financial Services staff, Residence Life/Student Life staff, and other identified student services to track progress of specific student populations in their first year.
 - Provide appropriate interventions and connect students to appropriate resources when a concern is noted through the tracking process
- General Academic Support
 - Respond to retention alerts and assist students with academic/personal support needs, either during scheduled appointment times or on a walk in basis
 - Execute quarterly grade reports for specific student populations and intervene with those in critical situations
- General Administrative Functions
 - Prepare various reports and requests for information from the AVP for Student Success and Center for Student Success Staff members
 - Attend all Center for Student Success Staff meetings
 - Perform other duties as assigned

Required Qualifications:

- Southern Nazarene University is an expression of the Church of the Nazarene. According to SNU policy, all faculty and staff must possess a strong personal Christian commitment and be committed to the SNU mission to make Christ-like disciples through higher education in a Christ centered community.
- An understanding of the importance for diversity, inclusion and equity
- Bachelor's degree in a related field.
- Minimum of two years of related administrative work
- Possess strong verbal and written communication skills.
- Experience in Higher Education

Additional capacities and abilities:

- Ability to work under pressure and meet deadlines/ Ability to prioritize multiple demands in fast pace work environment.
- Ability to maintain positive interpersonal relationships.
- Ability to work independently.
- Ability to operate office equipment
- Proficient in software/office and IT data systems
- Ability to provide quality service and hospitable interactions with others, including faculty, staff, students, visitors and guests.

**Preferred Qualifications:**

- Master's Degree in a related field.

Supervision Received:

Receives supervision and work assignments from a designated supervisor, although other staff members in the unit may provide work direction.

Supervision Exercised:

May be responsible for the coordination of work assignments for student employees.

Apply Online for this position at <https://snu.edu/employment/>

BENEFITS

Generous benefit structure including family health insurance plan (shared cost), long term disability, dental insurance, group life insurance, retirement, tuition remission, vacation, sick leave, personal days, and holidays.

Updated: August 17, 2020

**SOUTHERN NAZARENE UNIVERSITY
DIVERSITY STATEMENT**

Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects representation of diversity. We care about inclusion and equity through the refining of our character, the way we create culture and the way we serve Christ. Our University values reconciliation through God's love.

**SOUTHERN NAZARENE UNIVERSITY
NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Non-Discrimination/Equal Employment Opportunity Statement: Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:

Students contact:

Dean of Students
Southern Nazarene University
Office of Student Life
6612 NW 42nd St.
Webster Commons, Lower Level Suite 110A
Bethany, OK 73008



405-491-6336/ Email: kbradley@snu.edu

Employees contact:

Director of Human Resources (or immediate supervisor)
Southern Nazarene University
6729 NW Expressway
Bresee Hall, Room 306
Bethany, OK 73008
405-491-6333/ Email: gcollier@snu.edu

Chief Diversity Officer

Vice-President for Intercultural Learning and Engagement
Southern Nazarene University
6729 NW 39th Expressway
Bresee Suite 200
Bethany, OK 73008
405-491-6600/ Email: lcrouso@mail.snu.edu

Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:

Executive Vice President

Southern Nazarene University
6729 NW Expressway
Bresee Suite 202
Bethany, OK 73008
[405-491-6306](tel:405-491-6306)/ Email: mredwine@snu.edu

TITLE IX DISCLOSURE

Regardless of other language in this policy notwithstanding, Sexual Harassment (including Sexual Assault, Domestic Violence, Dating Violence, and Stalking), as defined in the Sexual Harassment Policy, will be governed exclusively by the Sexual Harassment Policy and processes provided in it. All other forms of sex-based discrimination are governed by this policy, including sex-based Harassment, as defined in this policy, that does not rise to the level of Sexual Harassment as defined in the Sexual Harassment Policy.

Conduct that is initially raised through a formal complaint under the Sexual Harassment Policy may also be addressed under this policy, in the institution's discretion, when: (i) the conduct, or some part of it, may amount to a violation of this policy regardless of whether it meets the definition of Sexual Harassment under the Sexual Harassment Policy; (ii) the formal complaint, or some part of it, has been dismissed under the Sexual Harassment Policy; or (iii) a final determination of a formal complaint has been made under the Sexual Harassment Policy and separate or additional action may be necessary to enforce this policy.

Discrimination is material, adverse treatment of an individual based on a protected category.



Harassment consists of unwelcome conduct on the basis of a Protected Category that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

A person's subjective belief that behavior is intimidating, hostile, or offensive does not make that behavior harassment. The behavior must create a hostile environment from both a subjective and objective perspective and must be so severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives a member of the community of the ability to participate in or to receive benefits, services, or opportunities from the university's education or employment programs and/or activities. In determining whether a hostile environment exists, the university examines the context, nature, scope, frequency, duration, and location of incidents, as well as the relationships of the persons involved.

- Non-sex-based VAWA crimes.

Note that, when addressing domestic violence, dating violence, and stalking that are not sex-based (i.e., that are not covered by the university's revised Sexual Harassment policy), the university will need to provide VAWA protections to the parties.

Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, up to and including dismissal or termination of employment.

*Christian faith and employment at Southern Nazarene University: Southern Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964).