Job Posting Date: July 9th, 2014 **Application Review Date: July 23rd, 2014 at 4pm**

Job Title: Director of Student Success and Disabilities Services

Location: Mayville, ND

Compensation: $34,000 minimum salary with a competitive benefit package including a retirement plan and employer paid health coverage.

Recruitment: Internal/external

Start date: August 16th, 2014

Job Description: Mayville State University Learning Services is seeking a Director of Student Success and Disabilities Services. This position will provide case management services to identified students; develop and coordinate student success services to all students, including those enrolled at a distance; Coordinate tutoring and structured tutoring instruction (STI) services ; Coordinate Services to specific majors needing academic enhancement or support and/or teach undergraduate courses in developmental/remedial education or special education.

Minimum qualifications:

- Bachelor's Degree in education or related field.
- At least two years of experience in a combination of counseling, academic advising, teaching, or other student development services.
- Demonstrated knowledge of student success programs to include the identification and tracking of at risk students, or the delivery of support services to at risk students, or the teaching of academic success curriculum.
- Previous experience in educational program management and administration, including the supervision of student employees.

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Preferred qualifications:

- Specific work experience in coordinating student success and and/or academic support programs.
- Knowledge of student development theory and proven practices with at risk students.
- Master' Degree in education, learning disabilities, special education or related field.
- Demonstrated ability to organize work tasks and prioritize a wide variety of job demands while upholding customer service standards.
- Demonstrated ability to communicate and work collaboratively with faculty, staff, students and consultants.

To apply, submit: a MaSU Employment Application (available at www.mayvillestate.edu and click on the 'employment' link at the top of the page); a letter of application; a current resume; and names and phone numbers of three professional references to: Noah Fischer, HR Officer, Mayville State University, 330 3rd Street NE, Mayville, ND 58257 or noah.fischer@mayvillestate.edu . Application materials received by 4pm on July 23rd, 2014 will be given first consideration.

For specific questions regarding this position contact Dr. Ray Gerszewski, Vice President of Student Affairs, at ray.gerszewski@mayvillestate.edu.

An offer of employment will be contingent on passing a background check.

ND Relay: http://www.relaynorthdakota.com/

Mayville State University is an equal opportunity employer. Members of minority groups are encouraged to apply.

Veterans claiming preference must submit all proof of eligibility by the closing date. Proof of eligibility includes a DD-214 and if claiming disabled status, a current letter of disability.