**Req Id:**35629

**Job Title:**Student Affairs Administrator

**City:**West Lafayette

**Job Description:**

Job Summary

As the Academic Excellence Program Coordinator at Purdue's Polytechnic Institute, you'll play a pivotal role in shaping student success. This dynamic position focuses on:

* Coordinating and implementing retention and academic excellence programs
* Collaborating with the Director of Academic Excellence & Globalization and Associate Director to drive student success initiatives
* Partnering with faculty and staff across Polytechnic departments to lead programs supporting student success, retention, and belongingness
* Mentoring students and serving as an instructor for success-related projects
* Collecting program data to inform strategic decision-making

Your efforts will directly contribute to the Polytechnic's strategic goals, fostering an environment where students thrive academically and personally. This role offers the opportunity to make a significant impact on students' educational journeys while working with a dedicated team of educators and administrators.

Join us in cultivating academic excellence and empowering the next generation of innovators at Purdue University.

This position offers an opportunity to make a meaningful impact at a prestigious institution known for innovation and research excellence. You'll collaborate with top talent across departments while helping protect Purdue's research integrity. Join our community of lifelong learners and contribute your skills to this critical program.  
       
   *At Purdue, you'll find unrivaled pride and unlimited potential as we persistently pursue the next giant leap together.*  
Take the next step in your career journey - apply now to help build a better world at Purdue University.

**Who We Are at Purdue University:**

When you join Purdue University, you join a community that keeps moving forward. For more than 150 years, we’ve been known for not only our groundbreaking work in STEM research, but also for our collective imagination, ingenuity and innovation.

**What We Are Looking For:**

Education and Experience

Qualified candidates will need:

Required:

* Bachelor’s degree in social/behavioral sciences (e.g., social work, counseling, psychology, or other human service-oriented field), education, technology, or related field.
* Two or more years of experience in higher education, student services, program management or related. (e.g., academic success support, academic advising, TRIO programs, student activities and organizations etc.)
* (Graduate assistantships and internships will be considered as experience)

Skills needed:

* Knowledge in academic coaching, program planning, and facilitating presentations.
* Demonstrated active listening skills and ability to utilize campus resources for individuals and groups.
* Strong problem-solving, time-management, and organizational skills.
* Clear oral, and written communication capabilities, for diverse individuals and small group audiences.

What is helpful:

* Master’s degree in a relevant field
* Experience in higher education, working with college students, student retention, academic success programs, or mentoring programs
* Experience working with a range of individuals and groups from demographic backgrounds and academic concerns that affect retention and success in contemporary undergraduate STEM education.
* Demonstrated experience in compiling and presenting data to inform decision making and drive student success.

**What We Would Like You To Know:**

⦁    Purdue University will not sponsor employment authorization for this position    
⦁    A background check will be required for employment in this position  
⦁    FLSA: Exempt (Not Eligible for Overtime)  
⦁    Retirement Eligibility:  Defined Contribution Waiting Period Or Non-exempt Defined Contribution Plan  
⦁    Benefit Statement: Purdue University offers a substantial Benefit Package including medical, dental, and vision insurance as well as a generous paid time off package for sick and vacation days  
⦁    All applications must be held the first 5 business days due to our Equal Opportunity Employment policy

**Career Stream**

Professional 2  
⦁    Pay Band S055  
⦁    Job Code #20002134

Link to Purdue University's Compensation Guidelines: [https://www.purdue.edu/hr/mngcareer/compguidelines/index.php](https://www.purdue.edu/hr/mngcareer/compguidelines/index.php%C2%A0)

**Who We Are:**  
Purdue is a community built on collaboration, with global perspectives, Boilermaker pride and endless opportunity to live, learn and grow. Join us and contribute to our culture.

**EOE / AA:**  
Purdue University is an EOE/AA employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply

[Apply now](https://careers.purdue.edu/talentcommunity/apply/35629/?locale=en_US)