



How to Apply

The following materials (submitted in a single document) are required for consideration for this position:

- Cover letter, not to exceed one page, addressing:
 - Why you are interested in this position, outlining skills and experience that directly relate to supporting student programming and managing complex projects
 - How you approach teamwork
- Current resume or CV

To be considered, please complete an application and upload all materials as a single document through the UM Careers website.

Summary

The Kessler Scholars Program, operating in the College of Literature, Science, and the Arts within the Division of Undergraduate Education, seeks a dynamic student affairs professional with strong communication and organizational skills to support first-generation, limited-income students as the Kessler Scholars Student Support Coordinator. The Kessler Scholars Program provides wraparound academic, professional, and personal support for more than 160 students at the University of Michigan. The Student Support Coordinator will coordinate and execute key communication efforts for current and potential students and support the Director of Cohort Based Scholarship Programs and the Kessler Scholars Program Specialist with program planning, recruitment, tracking, and

student support. Among other responsibilities, the Student Support Coordinator will produce the Kessler Scholars newsletter and other regular program correspondence with students; meet with students to support their overall growth; help coordinate space, food and other elements of programming; track student engagement and program feedback; coordinate reports and communication for tracking and student recruitment, and provide day-to-day administrative support for cohort-based programs.

About the Kessler Scholars Program

The mission of the Kessler Scholars Program at the University of Michigan, College of LSA, is to assure that first-generation undergraduate students from lower-income households thrive as part of a connected, cohort-based community on campus. The Kessler Scholars Program combines scholarship awards with academic, professional, and personal support to help students navigate the University of Michigan with a clear sense of belonging and purpose across all four years of their undergraduate experience. With a focus on both student access and success for underrepresented students, the Kessler Scholars Program is helping to lead the College of LSA's commitment to building greater diversity, equity, and inclusion at the University of Michigan.

Students in the Kessler Scholars Program receive financial support through the Irene and Morris B. Kessler Presidential Scholarship Fund, established in 2007 and made possible by a gift to the College from the Judy and Fred Wilpon Family Foundation. This gift created LSA's largest scholarship cohort, with 40 entering students each academic year and up to 160 students across all four years. The Kessler Scholars Program at Michigan is part of the 16-institution Kessler Scholars Collaborative, dedicated to creating better support for first-generation scholars in higher education.

You can learn more about the Kessler Scholars Program at this site:

<https://lsa.umich.edu/scholarships/kessler-scholars-program.html>

You can learn more about the Kessler Scholars Collaborative at this site:

www.kesslerscholars.org

Mission Statement

As one of the world's great liberal arts colleges, LSA pushes the boundaries of what is understood about the human experience and the natural world, and we foster the next generation of rigorous and empathetic thinkers, creators, and contributors to the state of Michigan, the nation, and the world.

To learn more about diversity, equity, and inclusion in LSA, please visit

lsa.umich.edu/lsa/dei.

To learn more about LSA's Mission, Vision and Values, please visit lsa.umich.edu/strategicvision.

Why Work at Michigan?

In addition to a career filled with purpose and opportunity, the University of Michigan offers a comprehensive benefits package to help you stay well, protect yourself and your family and plan for a secure future. Benefits include:

- Generous time off, including vacation time, sick time, holiday and season days
- A retirement plan that provides two-for-one matching contributions with immediate vesting
- Many choices for comprehensive health insurance
- Life insurance
- Long-term disability coverage
- Flexible spending accounts for healthcare and dependent care expenses

In addition, the College of Literature, Science, and the Arts (LSA) offers:

- Enhanced tuition support programs for LSA courses
- Strong commitment to work/life balance
- Flexible work arrangements with respect to campus stakeholder needs

Being part of something greater, of serving a larger mission of discovery and care that's the heart of what drives people to work at Michigan. In some way, great or small, every person here helps to advance this world-class institution. It's adding a purpose to your profession. Work at Michigan and become a victor for the greater good.

Responsibilities*

The Student Support Coordinator, reporting to the Director of Cohort-Based Scholarships, will work collaboratively with the cohort-based scholarships team to support unique opportunities for student growth and success. Key areas of responsibility include, but are not limited to, coordinating student communication,

student support through email communication and one-on-one meetings, program implementation and tracking, and recruitment and outreach, through the following:

Marketing and Communications (30%):

- Write, edit, and coordinate content for weekly newsletter, website, email campaigns, and event communication and reports, which includes the development of basic graphics and other promotional material.
- Identify new marketing opportunities to reach and engage students, faculty, and staff.
- Manage Mailchimp contacts and audiences.
- Help coordinate marketing and tracking of holistic student recruitment efforts

Student Tracking and Reporting (30%):

- Manage student records, which includes demographic information, academic progress, scholarship requirements, program attendance and feedback, and recruitment.
- Run Business Object reports and LSA queries on academic performance and manage communication and follow up with students regarding meeting program requirements.
- Manage community engagement program and tracking, using Track It Forward to monitor, approve, report, and manage students' community service requirements.
- Support team in tracking graduation and alumni information.
- Utilize tracking and simple statistics to help compile reports.

Student and Program Support (30%):

- Meet with students individually to assess academic and professional progress.
- Manage student engagement requirements and follow through on student communication regarding meeting minimum requirements.
- Support the team's student leadership initiatives and provide day-of event support for Kessler Scholars programming.

- Support the development, implementation, and review of community-building activities for programs in Cohort-Based Scholarships.

Administrative and Other Duties (10%):

- Provide general administrative support for the cohort scholarship team. This includes, but is not limited to, tracking student engagement, assisting with program implementation, managing student data, and regularly updating student and alumni information.
- Coordinate program details, including ordering food and supplies, for smaller Kessler Scholars events, such as weekly drop-in sessions and advisory board meetings.
- Support student-led programming by coordinating efforts with student leaders and providing administrative support (ordering food, supplies, etc.).

Required Qualifications*

- A high school or equivalent degree and 2-4 years of experience or an associate's or bachelor's degree and 1-2 years of experience in an education setting.
- Ability to collaborate and communicate effectively with students, faculty, administrators individually or in a team setting.
- Demonstrated ability and commitment to working with culturally diverse groups.
- Ability to work in a fast-paced environment and under pressure.
- Strong writing, organization, communication, presentation/public speaking, and interpersonal skills.
- Record of experience and creativity to help launch/support new programs and projects.
- Discretion and an ability to maintain a high level of confidentiality.
- Ability to make independent decisions and demonstrate sound judgment.
- Must be detail oriented.
- Significant experience and comfort with Microsoft Office Suite, particularly Microsoft Excel and/or Google Sheets, social media content and platforms, Google Drive, and the ability to learn and adapt to upgrades and new software applications.

Desired Qualifications*

- Bachelor's degree strongly preferred.
- Understanding of higher education setting and student college transition
- Experience in creating, leading, implementing, and/or managing student directed programming.
- Familiarity with using and creating content in Mailchimp.
- Passion for diversity, education access, and the liberal arts.
- Working knowledge of the University organizational policies, rules, and regulations.
- Experience with or a working knowledge of scholarship application management programs and systems.

Additional Information

- This position will require some evening and weekend work.
- Women, minorities, individuals with disabilities and veterans are encouraged to apply.

Application Deadline

Job openings are posted for a minimum of seven calendar days. The review and selection process may begin as early as the eighth day after posting. This opening may be removed from posting boards and filled anytime after the minimum posting period has ended.

U-M EEO/AA Statement

The University of Michigan is an equal opportunity/affirmative action employer.

Job Detail

JOB OPENING ID

235846

WORKING TITLE

Kessler Scholars Student Support Coordinator

JOB TITLE

Student Admin Asst Inter

WORK LOCATION

Ann Arbor Campus
Ann Arbor, MI

FULL/PART TIME

Full-Time

REGULAR/TEMPORARY

Regular

FLSA STATUS

Nonexempt

ORGANIZATIONAL GROUP

College Of Lsa

DEPARTMENT

LSA UG: Cohort-based Scholars

POSTING BEGIN/END DATE

6/16/2023 - 7/10/2023

SALARY

\$41,000.00 - \$47,000.00

CAREER INTEREST

Academic & Student Services