




### Section I. – Job Details

<b>Job Title:</b>	Coordinator of Introductory Studies and Early Alert System	<b>Hourly/Salary:</b>	Salary
<b>Department Area:</b>	Academic Support	<b>Classification:</b>	Non-Exempt
<b>Location:</b>	Main Campus	<b>Travel Required:</b>	No
<b>Reports to:</b>	Director of Academic Support	<b>Position Type:</b>	Full-Time
<b>Position Fill Date:</b>	8/8/2022		

External Posting URL – [www.campbellsville.edu](http://www.campbellsville.edu)

Internal Posting – Human Resources Job Board

### Section II. – Application Submission Information

<b>FAX</b>	<b>EMAIL</b>
<p>(270) 789-5180</p> <p><b>Subject Line:</b> Coordinator of Introductory Studies and Early Alert System</p> <p><b>Attention:</b> HR Director</p>	<p><a href="mailto:jobs@campbellsville.edu">jobs@campbellsville.edu</a></p> <p><b>Subject Line:</b> Coordinator of Introductory Studies and Early Alert System</p>
<b>ONLINE</b>	<b>MAIL</b>
<p>Click Link Below</p> <p><b><u>APPLY HERE!</u></b></p>	<p>Director of Human Resources Campbellsville University 1 University Drive, UPO 944 Campbellsville, KY 42718</p>
<p>Scan QR Code</p> 	

### Section III. – Job Description

**Job Summary:**

The Coordinator of Introductory Studies/Early Alert System is the individual primarily responsible for working with under prepared students who are admitted to the university and for maintaining the university's early alert system.

***Job Responsibilities:***

**•Introductory Studies**

- Responsible for advising all Introductory Studies students during their first year. While class scheduling is included within this, the emphasis is on advising, not simply class scheduling. This would include working one-on-one and in group activities with Introductory Studies students to ensure that they are staying on task and that they are connecting to other available resources to assist them in succeeding at the university.
- Coordinate Introductory Studies course offerings for each semester, which would include securing faculty, scheduling class times, and completing appropriate paperwork with Academic Affairs, Barnes & Noble Bookstore, and the Personnel office.
- Serve as the primary resource for faculty of Introductory Studies courses, which would include following up with any students who are falling behind in coursework and/or have frequent absences.
- Be actively involved in priority registration days to include advising all Introductory Studies students as well as assisting in the administration of the Accuplacer placement test.
- Create and maintain an atmosphere within the Introductory Studies area that is welcoming to students and establishes itself as being the primary place for Introductory Studies students to come for assistance, questions, and support.
- Serve on Admissions Committee and other committees as assigned.
- Assist the Office of Academic Affairs and Registrar's Office with Commencement and other official campus functions.
- Perform other duties as requested by supervisor. Early Alert
- Work with the Office of Institutional Research (IR), Information Technology (IT) Department, Academic Affairs, and the Early Alert Task Force to meet targeted goals regarding the development, implementation, operation, and maintenance of Campbellsville University's main campus and regional center Early Alert system.
- Use predictive analytics to identify just-in-time issues by monitoring student progress (grades, early alert, SAP, attendance, etc.).
- Collaborate with relevant parties to develop university response protocols of the Early Alert System especially as it relates to students in crisis.

***Skills/Qualifications:***

- A Master's degree is required
- Should have at least one-year experience in an Academic related field
- Must demonstrate a desire and compassion for assisting students who are academically under prepared
- Excellent communication skills are a must

***Essential Duties:***

- Working hours necessary to perform job requirements satisfactorily on a regular basis.
- Managing absences from work in a responsible manner to ensure service to university faculty, staff and students.
- Complying with Campbellsville University policies and practices and seeking clarification of them when necessary.
- Honor the mission of Campbellsville University and abide by rules and regulations and Standards of Conduct outlined in the Administrative Policies and Procedures Manual.

*Campbellsville University is a comprehensive, Christian institution that offers pre-professional, undergraduate and graduate programs. The university is dedicated to academic excellence solidly grounded in the liberal arts that fosters personal growth, integrity and professional preparation within a caring environment. The university prepares students as Christian servant leaders for life-long learning, continued scholarship, and active participation in a diverse, global society.*

*The individual employee is expected to conduct him, or herself, both on campus and off, in a manner becoming an employee of a Christian institution, and the employee should uphold the highest standards of conduct in terms of honesty, truthfulness, respectful attitude, and conduct toward others. Each individual associated with Campbellsville University is to perform his or her daily responsibilities mindful of the intent of the institutional mission statement and core values.*

*Employees must be able to perform the essential functions of the position with or without reasonable accommodations.*

**Section IV. – For HR Use Only**

Approved by Human Resources 7/22/2022

Posted Internally 7/22/2022

Posted Externally 7/22/2022