



Campus Compact of Oregon Connect2Complete AmeriCorps Member Position Description

Position Title: Academic Success Specialist
Hours of Service: 9am-5pm M-F (*At least 1,700 hours over the 10.5 month term of service*)
Position Duration: October 2, 2023-August 31, 2024
Placement Site: Pacific University
Department: Academic & Career Advising
Website: <https://www.pacificu.edu/>

Summary of Position: The Connect2Complete Academic Success Specialist AmeriCorps member will serve Pacific University and the surrounding communities of Washington County, Oregon by providing academic support for Pacific students. The C2C Academic Success AmeriCorps member will work with Pacific students, faculty, and staff to conduct research, outreach, intake, and follow-up with students related to academic progress, and work with the Academic Success Coordinator to improve what we do (e.g. communications, programs, and systems) to facilitate student success. The Academic Success Specialist will study and implement best practices related to helping students reach their educational goals. They will use a racial equity lens to assess student, campus, and community assets and needs related to academic progress, and provide academic coaching, mentoring, and instructional support on an equitable basis. The goal of the project is to develop and improve systems needed to ensure students from backgrounds that have been historically marginalized and first generation college students are able to reach their educational goals.

Responsibilities and Related Tasks:

- Foster persistence and completion by providing case management support specifically to the academic early alert process.
- Communicate with students via email, phone, and text messaging.
- Track and analyze data related to student academic progress.
- Support instructional activities related to integrated college success and career development curriculum
- Build relationships with students, faculty, staff, and community partners related to individual students and academic success programs.
- Develop communication materials and an outreach strategy to improve student awareness of and access to existing programs and supports for academic success.
- Identify best practices around supporting academic success and begin to implement systems to provide academic support services at sustainable and equitable levels.
- Enhance and expand academic support programs at Pacific, in partnership with the academic success coordinator.
- Facilitate academic success workshops and/or conversations in both classroom, co-curricular and virtual spaces.
- Assist with PACU 155: Thriving in STEM, an academic success course for underprepared students interested in STEM career pathways.
- Mentor and guide Pacific students related to academic success strategies to support their academic goals..

Campus Compact of Oregon AmeriCorps Member Responsibilities:



- Attend all Campus Compact of Oregon required trainings and events, including orientation, monthly webinars, in-service trainings, graduation, regional cohort meetings and others
- Complete and submit all Campus Compact of Oregon required progress reports, timesheets, and other paperwork

Required Qualifications:

- 18 years and older
- High school diploma/GED or equivalent
- A U.S. Citizen, U.S. national, or lawful permanent resident
- Ability to pass a criminal history background check
- Demonstrates a commitment to or willingness to explore issues of racial justice and equity
- Intercultural skills which allow the candidate to work effectively across race, class, gender and other dimensions of positional identity
- Strong organization, problem-solving and written and oral communication skills
- Basic office computer skills, including word processing
- Program management (marketing, event planning, training, volunteer management) experience
- Strong initiative; self-starter
- Ability to creatively problem solve
- Enthusiasm for helping others succeed
- Willingness to engage in conversations about racial justice, equity, and racism

Preferred Qualifications:

- Project and/or event coordination experience
- Proficient in all Microsoft Office software
- Experience conducting and utilizing research (e.g. interviews, focus groups, surveys)
- Demonstrated commitment to working with diverse students and community partners
- Bilingual English/Spanish

AmeriCorps Benefits

- Living stipend of \$30,600 (*pre-taxed, distributed bimonthly over 10.5 months*)
- Education Award of \$6,495.00 upon successful completion of service
- Loan forbearance or interest accrual on qualified student loans
- Basic health care plan (*if not eligible for OHP or alternate insurance*)
- Training and professional development opportunities
- Access to an extensive network of AmeriCorps Alums

Site Benefits

- \$500 professional development funding
- \$100 monthly stipend for a personal living expense such as a campus meal plan
- Tuition waiver for a class in the College of Arts & Sciences
- Access to athletic facilities and university library (free), and campus cultural events
- Free parking and reimbursement for mileage or use of motor pool vehicle for project-related travel

For any questions regarding the C2C AmeriCorps program or position, please contact the C2C Program Director, Rosa García-Moreno, rosa@oregoncampuscompact.org