

Coordinator II, Academic Counseling & Disability  
Resources  
The University of St. Thomas

Direct Link: <https://www.AcademicKeys.com/r?job=124267>

Downloaded On: Jul. 15, 2019 6:50pm

Posted Jun. 11, 2019, set to expire Oct. 11, 2019

<b>Job Title</b>	Coordinator II, Academic Counseling & Disability Resources
<b>Department</b>	
<b>Institution</b>	The University of St. Thomas St. Paul, Minnesota
<b>Date Posted</b>	Jun. 11, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Student Services Counseling Services
<b>Job Website</b>	<a href="https://staffemployment-stthomas.icims.com/jobs/4130/coordinator-ii%2c-academic-counseling-%26-disability-resources/job?in_iframe=1">https://staffemployment-stthomas.icims.com/jobs/4130/coordinator-ii%2c-academic-counseling-%26-disability-resources/job?in_iframe=1</a>

**Apply By Email**

**Job Description**

Coordinator II, Academic Counseling & Disability Resources

**OVERVIEW**

The University of St. Thomas invites qualified candidates to apply for a Coordinator II opportunity within the Academic Counseling and Disability Resources departments.

The University of St. Thomas embraces diversity, inclusion, and equal opportunity for all. Our



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convictions of dignity, diversity and personal attention call us to embody and champion a diverse, equitable and inclusive environment. We welcome applicants of diverse races, ethnicities, geographic origins, gender identities, ages, socioeconomic backgrounds, sexual orientations, religions, work experience, physical and intellectual abilities, and financial means. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. This commitment is consistent with our mission to inspire our students, using the Catholic intellectual tradition, to think critically, work skillfully, and act wisely – all for the common good. A successful candidate will possess a commitment to the ideals of this mission.

#### JOIN OUR COMMUNITY

The University of St. Thomas offers a competitive and comprehensive benefits program, which includes:

Up to 100% tuition remission for employees, spouses, and dependents upon eligibility

A generous Employer retirement contribution of 9.4% of annual salary upon eligibility

Medical, dental, and vision options

Employer-paid disability, life, and AD&D benefits

#### JOB SUMMARY

The Coordinator II plays an important role in managing office operations and providing administrative support to the Academic Counseling and Disability Resources departments, which includes the Director of Academic Support and Compliance, Associate Director of Academic Counseling, Director of Disability Resources, two Disability Specialists, Accommodations & Assistive Technology Specialist, and 8-9 Academic Counselors. This role also provides occasional administrative support to the Center for Student Achievement.

#### ESSENTIAL FUNCTIONS

Act as the initial department contact for individuals internal and external to St. Thomas, which could include answering phones, greeting students, responding to questions, scheduling appointments using MS Outlook and Salesforce in a timely and courteous manner

Closely collaborate with the Disability Resources Accommodations and Assistive Technology

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Specialist to distribute exams and execute various tasks for students who qualify for the accommodation of extended exam time through Disability Resources.

General office functions, including but not limited to:

Department communication: Individual outreach to students and community members (using Lyris, mail merges, etc.); general marketing and publicity for department.

Logistics related to event planning: Room reservations, catering orders, registration coordination, etc.

Maintain department statistics, produce statistics for annual reports.

Schedule and coordinate department meetings and events to include sending invitations, reserving rooms, ordering necessary office items.

Assist Directors with tasks related to budget planning and management.

Maintain and purchase necessary office supplies.

Edit and create content for department website and Twitter account

Supervise 4-5 work-study students: Hiring, training, scheduling and evaluating their work.

## QUALIFICATIONS

### Minimum Qualifications

A high school diploma or the equivalent

Three years of administrative support experience

### Preferred Qualifications

Administrative support experience in higher education

Familiarity with student information systems similar to Oracle Developer (Banner) and Salesforce

### HOW TO APPLY

On the University of St. Thomas Jobs page, follow the instructions to complete an online application which includes uploading a resume and copy/pasting a job specific cover letter.

In light of its commitment to create and maintain a safe learning and working environment, employment with the University of St. Thomas requires consent and successful completion of a background screening.

The University of St. Thomas, Minnesota Human Resources Department advertises the official job listing on its website at [www.stthomas.edu/jobs](http://www.stthomas.edu/jobs).



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The University of St. Thomas is an Equal Opportunity Employer

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**