



## Office of Academic Multicultural Initiatives (OAMI)

### SuccessConnects Student Employment Opportunity

*Join a dynamic team committed to supporting student success!*

#### **Job Title: Academic Success Partner**

Hourly Wage: \$12 per hour

Length of Appointment: Fall Term 2017 through Winter Term 2018 (8/28/2017 – 4/27/2018)

Work Schedule: flexible, 5-10 hours per week, includes some evenings and weekends

***\*\* Mandatory hours include Fridays, 3:00-5:00 pm\*\****

***\*\*\* Priority DEADLINE: Wednesday, April 7, 2017 \*\*\****

*Applicants that apply by April 7th will be given first priority for consideration, but we will continue accepting applications beyond this deadline until all positions are filled.*

#### **Duties and Responsibilities**

1. Provide one-on-one and small group coaching for first- and second-year undergraduate students throughout the academic year.
2. Assist in creating, implementing, and marketing various workshops, events, and other program components.
3. Coordinate study groups and other resources to increase academic success.
4. Regularly attend staff meetings, workshops, and other program activities.
5. Provide regular reports and updates.

#### **Application Requirements\***

In order to be considered for one of the positions, applicants must submit:

- 1) Formal cover letter that addresses the following:
  - A. Why you are interested in the position?
  - B. What aspects of your experience or background qualify you most for this position? Give specific examples where possible.
  - C. What are the factors that have the greatest impact on the success of first- and second-year students (please specify for each year)?
  - D. Describe a time when you worked across cultural differences and explain tools or strategies you used to guide that interaction.

E. What is the most helpful advice that you have been given in order to be successful at the University of Michigan?

**2) Resume**

**3) The full names, title and contact information (including phone number and e-mail) of at least 2 professional references (professors, advisors or past supervisors);**

**\*Note: Incomplete applications will not be considered**

**Required Qualifications**

- G.P.A. of 3.0 or above cumulative and in the most recent semester.
- Demonstrated leadership experience in campus and/or community organizations.
- Enthusiastic about mentoring students.
- Strong organizational, verbal, written and technological skills
- Achieved Junior or Senior status by the beginning of the Fall 2017 semester.
- Enrolled at U-M for at least two terms.
- Available to work some evenings and weekends.
- Exhibit *responsibility, reliability and maturity*.
- Able to balance academic and work requirements.
- Possess functional knowledge of the U-M departments, programs and resources.
- Availability to attend staff meetings, orientation, fall and winter training retreats.
- Experience working with diverse groups (gender, race and ethnicity, ability and socioeconomic backgrounds).
- Ability to function independently as well as contribute positively to team work.

**Application materials must be submitted to:**

Sharon R. Burch  
Program Manager and Success Coach  
Office of Academic Multicultural Initiatives  
3009 Student Activities Building  
515 E. Jefferson St. | Ann Arbor, MI 48109  
office: 734-764-5760  
<http://oami.umich.edu/>

