



## **Team Lead, Student Success**

### **ABOUT ST. MARY'S UNIVERSITY**

St. Mary's University is an innovative teaching and research university that provides affordable, accredited and highly valued degrees in the Liberal Arts, Sciences and Education. St. Mary's is the only unaffiliated Catholic university in western Canada and celebrates over 30 years as an educational institution. In 2022, St. Mary's University became a member of Universities Canada.

Located on the ancestral territory of the Blackfoot Confederacy (Siksika, Kainai, and, Piikani First Nations), the Tsuut'ina and Iyarhe Nakoda Nations, as well as the Metis Nation, Region 3, our students are inspired to combine academics with a passionate commitment to ethics, social justice and respect for diversity of opinion and belief. St. Mary's has over 1000 full- and part-time students, 150 full- and part-time faculty and staff, and an average class size of 25. The university has grown by over 50% in the last seven years alone.

### **POSITION OUTLINE**

The Team Lead, Student Success works on campus in collaboration with key stakeholders across academic departments, student services, and students to champion student success as a critical component of a cohesive and dynamic student experience. The portfolio encompasses support programs that promote student development and academic success, including the Student Learning Centre, Counselling services, and accessibility services. The ideal candidate will possess strong communication skills, a "can do" attitude and an outstanding creative problem-solving skillset.

### **RESPONSIBILITIES**

- Assists with developing a transformative, dynamic, comprehensive student experience in alignment with the institution's mission and ideals
- Oversees the day-to-day operations of the Learning Centre and Counselling team, ensuring that services are meeting the developmental needs of students (i.e., mental health and wellness, accessibility and accommodations, equity, diversity and inclusion)
- Ensures that the operational areas comply with legislation, regulations and policies.
- Researches best practices and makes data-informed decisions in student success.
- Develops and implements a campus-wide First Year Student Experience and supports for identified target populations.
- Serves as a campus champion of student success and retention matters as a key member of the strategic enrollment management planning process.
- Ensuring alignment with the objectives of the enrollment & student experience division and the institutional Strategic Plan.
- Lead and advance the StMU CARES Early Alert Program, connecting students to internal/external resources in a timely manner.
- Promotes the Learning Centre and other to students, staff, and faculty through collaborative working partnerships, shared resources and emails, and participation in on- and off-campus events.
- Collaborates to support the student experience and participates in committee work relating to disability, mental health, student supports related concerns and policy development.

- Management of department budget, grant funding, and grant reporting in alignment with compliance requirements.
- Promotes the adoption of the National Standard for Mental Health and Well-being to students, faculty and administration, and leads committee work to support this initiative.

## **QUALIFICATIONS**

- A bachelor's degree in education or similar field. Master's degree preferred.
- Experience in the same or a similar role within a post-secondary educational environment providing team leadership to achieve strategic goals.
- Experience with mental health frameworks and strategies applied to post-secondary institutions, including provincial mental health grants, resources, and campus mental health initiatives that can support post-secondary students' well-being and success.
- Knowledge of legislative requirements and best practices relating to the position.
- Demonstrated ability to build team and professional relationships with faculty, staff and students.
- Ability to incorporate student feedback to build relevant and effective supports for students.
- Experience as a learning strategist preferred.
- Experienced with reporting and budgeting preferred.
- Ability to track and analyze data to summarize services and incorporate feedback to optimize departmental impacts
- Proficient in Microsoft Office Suite and budgeting systems.
- Proficiency in Student Information Systems considered an asset.

## **COMPENSATION:**

St. Mary's University offers a competitive compensation package and comprehensive benefits program. Compensation will be commensurate with qualifications and experience.

## **APPLICATIONS**

**All applicants must submit a cover letter and resume, along with salary expectations directly via email to [careers@stmu.ca](mailto:careers@stmu.ca) in word or pdf format, with the Subject Line of: "Team Lead, Student Success" by end of day on March 15, 2022. We are unable to accept applications and dossiers through third party platforms.**

*St. Mary's University is passionate about building and sustaining an equitable and inclusive work environment for students, staff and faculty, where diversity in all areas is celebrated and valued. We encourage any and all qualified individuals to apply. Priority will be given to Canadians and permanent residents of Canada.*

*We thank all applicants for their interest, however only those applicants being interviewed will be contacted. **No phone calls please.***

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