



UNIVERSITY
of ALASKA

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Position Job Duties

531629_UAF University Success Program Manager

30% Student & External Communication and Program Support

Organize and coordinate correspondence (electronic, paper and verbal) to ANSEP students and prospective students, including course information, recruitment, acceptance letters, travel and special events.

Track and log all correspondence. Organize and coordinate correspondence to parents, partners, alumni, staff/faculty, or anyone affiliated with ANSEP as needed by programmatic and administrative staff. Manage all communication between UAF staff and the student body.

Ensure student compliance with program policies and take appropriate actions when violations occur.

Assess day-to-day operations to improve effectiveness. Communicate concerns and recommended changes in policy with upper management, and provide solutions as needed.

Serve as a liaison between ANSEP and external entities including partners and other departments. Organize meetings between ANSEP and external entities for partnerships, potential internships, housing, and campus space, and more as needed.

Provide data on the program to external sources including gathering stories, photos, and more. Keep the UAF ANSEP website updated and share information with the ANSEP Social Media and Marketing component and with UAF for publication.

Meet weekly with students who are on probation and provide identified additional support to increase the probability of student success. Meet weekly with students enrolled in online classes to increase the probability of class completion. Meet with students each semester for academic



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advising and to ensure compliance with Good Standing requirements during the registration process. Meet with students again before the withdrawal deadline to identify any potential problems and provide students with information to make an informed decision. Coordinate with other ANSEP component teams to support recruitment activities with school districts to recruit for Summer Bridge and UAF University Success.

20% Event Planning and Coordination

Organize and coordinate all UAF ANSEP events. Events include weekly meetings, team-building activities, study group sessions, recruitment events on campus and off campus, and graduation celebrations. Recruit volunteers and student employees to participate in events. Organize all associated aspects of each event including transportation, scheduling space, booking activities, meals, and promotion of events. Work with the accounting department to charge the correct funding sources for each aspect. Conduct resume and cover letter workshops with students.

20% Fiscal Management and Travel Coordination

Calculate the annual budget for all aspects of the UAF ANSEP University Success component each fiscal year with the University Success Director and/or ANSEP CFO. Adhering to approved budgets, purchase office and program supplies for ANSEP office and student needs. Maintain fiscal records of all purchases including updating them on the UAA pro card website and working with the accounting department to ensure accuracy. Provide support to organize and coordinate travel for all University Success ANSEP students. Assist with travel and expense approval systems, working closely with the accounting department, the travel department, and CTM. Maintain accuracy in student scholarship funding and department spending, while working with both the ANSEP accounting department and the UAF bursars, financial aid, and graduate offices to complete and post scholarships each semester. Analyze budget and update management on budget and adjustments.

15% Student Employee and Intern Supervision

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Recruit, hire, and supervise student workers who will lead student recitation study groups, as well as student interns. Supervise study group leaders and provide support in scheduling space and study groups, as well as monitoring student attendance and proper communication between students. Lead student interns and train them in all aspects of their job. Monitor their progress. Approve student worker timesheets.

15% Data Management and Reporting

Initial data entry and tracking for all UAF ANSEP University Success components. Primary data to enter and track: course enrollment data; recruitment data; scholarship payment data; applicant data; internship data; success data; and ANSEP history data. Process, keep copies, and track student paperwork and electronic information. Proficiently run UA data system student reports regularly and upon request. Create reports on data, complete grant funding reports, and respond to requests for information.