

# CENTRAL CHRISTIAN COLLEGE OF KANSAS

## POSITION ANNOUNCEMENT: STUDENT SUCCESS SPECIALIST (SPE)

### VISION, MISSION, AND PURPOSE

Central Christian College of Kansas is a mission driven institution committed to providing a Christ-Centered Education for Character. As such, Central Christian seeks like-minded individuals, committed to Christian Service and Discipleship, in order to sustain a campus community focused on our vision to provide a transformative educational experience, rooted in Christ, to any person desiring to become a faithful steward of heart, mind, soul, and strength.

Founded in 1884, Central Christian College of Kansas maintains a residential program in McPherson, Kansas, though its mission extends much further through its online and graduate programs. CCKK is affiliated with the Free Methodist Church of North America and welcomes all students regardless of gender, race, ethnicity, disability or economic status. In the same way, Central Christian recognizes the benefits of maintaining a diverse faculty and staff, representing the creativity of a loving and innovative God, and who can provide a wide spectrum of perspectives and experiences.

### SUMMARY DESCRIPTION

Central Christian College is seeking a **Student Success Specialist** for our School of Professional Education. The Success Specialist will provide success services (i.e. tutoring, coaching, and vocational guidance) with a primary focus on online and non-traditional learners. The Success Specialist will assist students in the use of appropriate institutional resources and supporting them in creating and adhering to plans for academic and vocational success. As a member of the *success team* this individual provides high-touch support services contributing to increased student retention, ongoing persistence, timely progress toward a degree, and increased graduation rates.

The position necessitates that the individual enjoys working with people from diverse backgrounds and has exceptional communication skills on and through any number of mediums (e.g. phone, texting, interviews, social media, one-on-one, group, etc.). Furthermore, the individual should be comfortable with multi-tasking, taking initiative, and intentionally building and nurturing relationships with people.

This is a staff position (in-person or virtual), serving as an exempt 12-month employee. The salary is based on credentials and experience. A generous complement of benefits is offered, including health insurance, vacation, personal time, retirement plan contributions, and tuition remission for the employee and his or her dependents. Beyond those measurable benefits, CCKK is a great place to work, with dedicated faculty and staff serving with whole hearts, shaping the next generation of Christian leaders.

As a member of the Association of Free Methodist Educational Institutions and recognizing that College's commitment to its vision and mission, all employees are required to affirm of the College's evangelical statement of faith and lifestyle expectations. The applicant should consider the missional perspective of the College, before applying (<https://www.centralchristian.edu/about/>).

Additional requirements include:

- Master's degree in Special Education, Educational Psychology, Psychology, or a related field preferred
- 1+ years study skills intervention at the high school and/or college level; experience in online learning and engagement desirable
- Experience working with online students through multiple mediums (i.e. phone, ZOOM, TEAMS, email, etc.)
- Experience in providing thorough and complete attention to detail, following multi-stepped processes, and maintaining accurate records
- Vibrant faith, with a commitment to evangelism and discipleship.

Interested candidates should submit a cover letter describing their interest in the position and qualifications for this specific position, a resume or curriculum vitae, statement of faith, and the contact information for two professional references and one character reference (include phone and email). **All applications and nominations will be considered highly confidential.** All nominations and applications should be mailed electronically to [katherine.potter@centralchristian.edu](mailto:katherine.potter@centralchristian.edu). The position will remain open until filled.

Central Christian College of Kansas reviews all applications and hires individuals based on their qualifications for the position. Therefore, the College does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, marital status, parental status, or military or veteran status. As a Christian college, affiliated with the Free Methodist Church of North America, Central Christian College of Kansas asserts its right to employ persons who subscribe to the intent, mission, Statement of Faith, and Core Values of the College, as well as the lifestyle expectations articulated in the Free Methodist Book of Discipline (Para. 3000-3430; 2011).