CFDC Student Services Fellows (Summer Only)

The Department of Educational Leadership, Evaluation, & Organizational Development at the UNIVERSITY OF LOUISVILLE is seeking Student Services Fellows for the Summer 2017. The student services fellows program is to support a unique partnership with the UNIVERSITY OF LOUISVILLE and the United States Army in educating instructors and professors of military science in ROTC programs on campuses throughout the United States and its territories. The program will include separate cohorts of graduate and undergraduate students. These soldiers and selected civilian staff will learn about college student development, college student demographics and trends, administration and organization of higher education, leadership and organizational behavior, instructional strategies, instructional technology, and college teaching and learning. The program has been designed by a team of educators and is the intellectual property of the UNIVERSITY OF LOUISVILLE. At a cursory review, the program might resemble a traditional higher education program; however, its pedagogical content knowledge is distinct and filled with specific content and new teaching and learning innovations grounded in empirical and practical lessons from learning sciences, cognitive psychology, Army doctrine, Cadet education, instructor competencies (IBSTIPI), POD best practices, and selected ACPA/NASPA competencies.

The program runs from June-August 2017, but the appointment for CFDC Student Services Fellows will be from May 8-August 11, 2017. Individuals must commit to 40 hours/week for the whole period. All operations will be on-post at Fort Knox, which is located about 40 miles south of the UNIVERSITY OF LOUISVILLE main campus.

The pay will be $18/hour. Plus, if reserved in advance, we may cover lodging in Ft. Knox, per diem, and a round trip transportation to Ft. Knox (up to $500 for eligible transportation).

**MAJOR RESPONSIBILITIES**

Applicants must demonstrate the potential ability to perform the essential functions of the job as outlined in the position description.

**COORDINATE PROGRAMMING & ASSESSMENT ACTIVITIES**

- Assist the University in its mission to help create an environment that encourages and supports student learning and development.
- Support Director and Assistant Directors the coordination and delivery of developmental, educational and social programming and student learning assessments
- Design, coordinate, and deliver educational, cultural and social workshops and events
- Assist with preparation of student advising and participate in those sessions
- Partner with offices at the UNIVERSITY OF LOUISVILLE’s main campus and offices within Ft. Knox to support student success
- Record or take photos of events to capture the “story” behind the learning experiences and other similar visual records
- Serve as a social media liaison for pre-approved messages, images, and other sources
- Successfully manage programming budgets
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- Participate in major events including opening/closing of the summer academic program, convocations, social activities, instructor demonstrations and evaluations, and summer commencement.

SUPPORT STUDENT ACADEMIC LEARNING
- Work with student writers and their texts to help them become familiar with the techniques that successful writers use to plan, draft, revise, and edit written documents using knowledge about higher education.
- Assess students’ academic needs including content knowledge about higher education, assist them in setting goals, connect them to appropriate resources, and provide ongoing support as needed.
- Support student learning on effective study skills.
- Instruct students in a formal class setting on writing techniques, using library services, and formatting papers into APA as a style guide and citation requirement.
- Plans and coordinates recruiting, retention, and scholarship programs for the program,
- Review and update students records as well as maintains confidentiality of student records
- Coach students to consider lessons learned in classes.
- Create academic and student service resources, including information guides, posters, website details, and handouts.
- Regularly consult with and update the CFDC Leadership Team on academic performance of students.

COORDINATE ACADEMIC OPERATIONS
- Manage academic area facilities through coordinating and maintaining records on room set-ups;
- Report needs to technical staff;
- Assist with technology trouble-shooting related matters such as equipment check-out, ULink, Blackboard, and LiveText;
- Communicate to program leadership and log items that are noteworthy such as a significant achievement by a faculty, staff or student as well as matters of concern
- Facilitate customer service delivery throughout the program while balancing student wants and developmental needs;
- Other duties as assigned.

QUALIFICATIONS
Bachelor's degree with active enrollment in a higher education administration program or related field, master's preferred; supplemented with at least 1 year of related experience. Previous experience in Peer Mentoring, Academic Advising, Tutoring, Student Activities, Academic Supports, or Programming are preferred; also, students in higher education masters or doctoral programs are preferred.
- Support, Student Services, or other comparable experience is preferred.
- Effective oral and written communication skills; strong interpersonal skills.
- Flexible to change and interruptions with agility to manage situations
- Demonstrated ability to manage multiple tasks simultaneously and maintain successful execution.

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Demonstrated knowledge and application of higher education content – especially in organization and administration, college students (e.g., enrollment retention strategies, programming, and student development theories), and adult learning and supports for non-traditional students.

Openness to learning and respecting the Army ranks, symbols, culture, and ways of operating.

Strong organizational skills and attention to detail required.

Capable of learning to a high degree of competence on the functions of technological solutions such as Email, ULink, Blackboard, LiveText – and other educational resources.

Strong ability to work independently as well as in a team environment, and to work collaboratively with Army soldiers, instructors, colleagues, and partners to this program.

Sound judgment and integrity; energy, enthusiasm, and a sense of humor.

Flexibility to respond to sudden shifts in demands and urgent reporting needs, and to evolve with a dynamic student affairs environment.

Working knowledge of principles, practices and theories of student learning and development; understanding of the cultural, social and educational needs of non-traditional student communities (e.g., adults with significant experience returning to undergraduate or graduate studies).

Evidence of cultural competence and inclusiveness; sensitivity to and understanding of diverse perspectives that students and staff bring to their work, including those of academic, military service, socioeconomic, culture, race and ethnicity, ability, gender, sexuality, and intersectional identities.

APPLICATION PROCESS

Applicants should send a cover letter (no more than 2 pages), resume, contact information of at least 2 references, and a short writing sample (ideally 4-6 double-spaced pages) to Ellen Smith, Administrative Associate, at eesmit06@exchange.louisville.edu. Applicants must place “CFDC Student Services Fellow” as the email subject matter and submit materials by 3:00 pm ET on Friday, April 10th for full consideration. Applicants who submit after that date/time might be considered if an opening is available or program needs require additional staffing.

FULL-TIME HIGHER EDUCATION & COLLEGE STUDENT PERSONNEL FACULTY

- Jessica Belue Buckley, Ph.D. (Maryland), Co-Investigator
- Carolyn J. Charron, Ed.D. (Columbia), Co-Investigator
- Casey E. George-Jackson, Ph.D. (Illinois), Co-Investigator
- Jacob P. K. Gross, Ph.D. (Indiana), Co-Investigator
- Amy S. Hirschy, Ph.D. (Vanderbilt), Co-Investigator
- Susan D. Longerbeam, Ph.D. (Maryland), Co-Investigator
- Laura Parson, Ph.D. (North Dakota), Co-Investigator
- Meghan J. Pifer, Ph.D. (Penn State), Co-PI & Sr. Assistant Director
- Ishwanzya D. Rivers, Ph.D. (Illinois), Co-Investigator
- Jeffrey C. Sun, J.D., Ph.D. (Columbia), PI & Project Director

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