



## Adjunct Faculty – Student Success Coordinator

**Department:** Physician Assistant Studies

**Status:** Exempt, Full Time

**Closes:** Open until filled

**Reports To:** Director of PA Studies

**Classification:** Adjunct

### POSITION SUMMARY

The Student Success Coordinator provides centralized coordination of the Physician Assistant Program's Student Success Process and academic support for students throughout the program.

### DUTIES AND RESPONSIBILITIES

- Workload: 6 credits annually (2 credits Summer, 2 credits Fall, 2 credits Spring)
- Review Preliminary Self-Assessment information submitted by students in preparation for Student Success Meetings.
- Conduct required Self-Assessment and Performance Reflection (SAP) meetings with students.
- Assist students in identifying factors contributing to academic performance.
- Work with students to develop individualized strategies for improvement.
- Provide academic coaching and support.
- Provide referrals to faculty or University resources when additional assistance is indicated.
- Complete and maintain Student Success documentation.
- Monitor student progress and provide follow-up academic support.
- Collaborate with faculty advisors, course directors, and the Student Success Committee.

### EDUCATION AND EXPERIENCE

- Master's degree in a related field required.
- Experience in student support preferred.
- Strong organizational, communication, and interpersonal skills.
- Ability to maintain confidential student information.
- Experience with Microsoft Teams or Qualtrics preferred.



## APPLICATION PROCESS

Applicants should submit a letter of interest, curriculum vitae, transcripts (initial submissions may be unofficial copies), three letters of recommendation, and a statement of teaching philosophy to:

Human Resources Mercyhurst University  
501 East 38th Street  
Erie, PA 16546  
[hrinfo@mercyhurst.edu](mailto:hrinfo@mercyhurst.edu)

Mercyhurst University is a fully accredited, four-year, Catholic, liberal arts institution founded in 1926 by the Sisters of Mercy, who worked hard to make the college and the Erie community a better place. The University is home to more than 3,000 undergraduate and graduate students immersed in more than 50 undergraduate majors with 67 concentrations, as well as unique adult programs and nine graduate degrees.

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state and local law in admissions, employment and all services and programs provided.

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As an equal opportunity employer Mercyhurst University seeks candidates who are committed to the principles of diversity and our Mission. We encourage members of diverse groups to apply.

**Candidates must be currently eligible to work in the United States.**