

Assistant Director of CORE
Old Dominion University

Direct Link: <https://www.AcademicKeys.com/r?job=257094>

Downloaded On: Jul. 20, 2025 8:41am

Posted May 19, 2025, set to expire Nov. 1, 2025

Job Title	Assistant Director of CORE
Department	CTR ORIENTATION RETENTION & EXPLOR
Institution	Old Dominion University Norfolk, Virginia
Date Posted	May 19, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Student Affairs Academic Advising
Job Website	https://jobs.odu.edu/postings/23231
Apply By Email	
Job Description	

Job Summary

This position supports the mission and vision of the Center for Orientation, Retention, and Exploration (CORE). Under the direction and supervision of the Director of Exploration and Student Success, the Assistant Director is responsible for providing leadership and overseeing various exploration and student success initiatives. This role will also support the New Student Experience and related programs, components, and activities for new student experience. In addition, this position will supervise professional staff. This role will contribute towards the innovation and strategic direction of the office as it relates to major exploration/exploratory advising and success strategies and initiatives.

Position Type

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Full Time

Type of Recruitment

General Public

Minimum Qualifications

- ***Master's Degree in higher education, counseling, psychology, education, social work, or relevant field.***
- Considerable knowledge of higher education, advising services, and student support services.
- Working knowledge of Microsoft Office Suite programs, and information systems such as Banner or a comparable program used to edit communication documents, enter, and manipulate data, and produce or generate reports.
- Ability to relate effectively with students, institutional personnel, and the public. Ability to maintain confidentiality.
- Strong verbal and written communication skills.
- Demonstrated ability to provide leadership and successful coaching practices that enables students to succeed to their academic endeavors.
- Demonstrated ability to think critically, oversee escalations from coaching staff, and problem solve.
- Experience with supervision of staff. Demonstrated ability to conduct workshops, seminars, and training.
- Demonstrated ability to manage communication programming and special projects and initiatives that lead to positive student outcomes.
- Working knowledge of assessment and program evaluation practices. Some experience with event planning and project management.
- Considerable success coaching and academic advising experience.
- Progressive experience in advising, counseling, or related field. Strong experience in a higher education setting, developing, implementing, and evaluating student-focused initiatives. Required experience using Banner SIS or a comparable program and CRM.

Preferred Qualifications

Basic experience overseeing success coaching and academic advising.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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