

SECOND YEAR SUCCESS CAPTAIN

Division: Support Services **Department:** Family Connections

Experience: Intermediate **Job Code:** NA

Supervisor/Reports To: Sara Coots/Stephanie Stiltner

Start Date: 8/2/2025

Lead and support a team of Second Year Success Leaders in organizing small-group events and campus-wide programs. Foster collaboration between students, faculty, and staff to enhance second-year engagement and holistic development.

Responsibilities and Career Competencies:

1. Supervise and support 10+ Second Year Success Leaders, schedule events, manage meetings, and serve as liaison to faculty/staff – CSD, C, CT, L, P
2. Develop and host training sessions on communication, event prep, and use of CampusGroups – CSD, C, L, P, T
3. Assist with planning and hosting the annual retreat focused on development and team building – CSD, TW, T
4. Recruit and retain Success Leaders who reflect program values – CSD, C, TW, T
5. Organize and facilitate small group activities for student interaction and growth – C, P, CTR, CSD, CT, L
6. Promote events via CampusGroups, social media, and word-of-mouth – C, CTR, T
7. Coordinate event logistics including setup and resource management – P, CSD, CT, L
8. Collaborate with faculty/staff to enhance engagement opportunities – TW, CTR
9. Seek out collaboration, facilitate communication, and provide planning support for faculty/staff partners – CTR
10. Gather feedback from collaborators to improve future programming – C, P, L
11. Help plan and host fall and spring events like the Second Year Kickoff and Halfway to Graduation – C, TW, L
12. Create inclusive environments and support event attendees – C, CT, CTR, L, P
13. Compile and submit event reports with attendance and outcomes – CSD, T

Competencies/Skills: Career & Self-Development (CSD), Communication (C), Critical Thinking (CT), Community Transformation (CTR), Leadership (L), Professionalism (P), Teamwork (TW), Technology (T)

Education Requirements: Must have at least one year of experience as a Second Year Success Leader.

Preferred Skills: Student engagement, peer leadership, programming development, communication, event planning, time management, leadership, interpersonal skills, adaptability.

Work Schedule: Varies

Work Conditions: Normal office environment; some duties outdoors.

Physical Demands: Lifting and carrying up to 20 lbs.

Number of Positions: 1

Pay Rate: \$9.75/hour

Location: Campus wide

To Apply: Upload application and resume in this system.

Application Notes: Resumes and applications will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. The University of Pikeville is an equal opportunity employer committed to assembling a diverse, broadly trained faculty and staff. The University of Pikeville does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age, or disabilities in its programs, activities, hiring, or admission of students.