

## **Student Success Coach Office of Student Success**

*This position promotes a positive and successful learning experience for students to increase retention, success, and completion. The incumbent develops intervention strategies designed to improve academic success and persistence; monitors and tracks student academic progress; empowers students through coaching to achieve academic success; and provides guidance to develop students intellectually, emotionally, socially, and culturally.*

### **Job duties:**

- Conduct, and coordinate student workshops on skills/tools that support academic success and personal growth. Topics may include goal setting, learning strategies, time management and organization, self-regulation and self-efficacy.
- Coordinate and advise students in the Interdisciplinary Studies (IDS) Major
- Contribute to the development of a Peer Coaching program.
- Assist in the registration of new students, especially in the IDS major.
- Collaborate with other campus support offices and assists students in connecting with campus resources.
- Serves as a liaison to students, parents, faculty, and staff.

### **Qualifications:**

Bachelor's degree from an accredited institution in counseling and guidance, education, or related field. The applicant must:

- Possess excellent organizational and problem-solving skills.
- Be able to communicate effectively, both verbally and in writing, with various stakeholders (students, colleagues, administrators)
- Must possess diplomacy, confidentiality, and strong relationship-building skills.
- Have exceptional interpersonal skills, especially with students.
- Be proficient with the Microsoft Office suite of products and Google platforms.

**REPORTS TO:** Assistant Provost for Student Success

**FLSA Status:** Exempt