

Position Announcement

Job Details

Job Title:	Senior Student Success Coach
FLSA:	Exempt
Position Type:	Full-time
Reports To:	Assistant Director of Student Success Services
Location:	Denver
Date Modified:	April 7, 2017

Description

The Student Success Coach (Coach) will provide advising, resources, and mentorship to scholarship recipients. Responsibilities include implementation, assessment, and enhancement of a college success program that will result in improvements in persistence and degree completion.

The Coach is an integral part of the Student Success Services Team that administers scholarship and other student support programs in order to fulfill a core mission of the American Indian College Fund – offering students access to knowledge, skills, and cultural values that enhance their education, their communities, their careers and the country as a whole and supporting success in these endeavors.

Essential Job Functions

- Lead the execution, assessment, and enhancement of a program consisting of both in-person and virtual student success support activities
- Provide proactive group and individual academic success coaching to defined cohorts of scholarship recipients
- Develop and maintain working relationships with tribal college staff and work with them to better promote student success
- Provide proactive communications connecting recipients to intentional intervention and student support services provided by the College Fund, their college, or their community
- Communicates on a regular basis with scholars regarding upcoming deadlines, requirements, and expectations associated with their scholarship award
- Engage students in educational and career planning activities to help guide them to achieve their graduation and career readiness goals
- Work in a team environment with other College Fund staff in developing and implementing "best practice" approaches for managing scholar-related issues and challenges that impact persistence and graduation
- Continually evaluate the use of online college success resources provided by the College Fund and make recommendations on retaining, enhancing, and replacing resources
- Communicates recommendations for scholarship status changes to the Assistant Director of Student Support Services

- Monitor and manage student database entries, student documents, and associated reports with a focus on data-driven decisions to measure effectiveness
- Other duties as assigned.

Job Requirements

Competencies

- Proficient IT skills particularly with databases and Microsoft Office products.
- Demonstrated initiative and creativity in program development
- Ability to develop and enhance relationships
- Social Media skills
- Ability to meet deadlines for a wide variety of job assignments
- Ability to manage numerous tasks and/or projects at one time
- Attention to and tolerance for detail
- Ability to work independently with minimal direction
- Ability to work collaboratively within and across departments as well as with external partners
- Proven ability to accomplish defined goals and objectives.
- Experience presenting for small and large groups
- Willingness to travel extensively during certain periods

Education/Experience/Certification Requirements

- BA Degree
- Two years of experience in a college student services role
- Experience working with American Indian or other underserved populations

Preferred Qualifications

- MA in Higher Education Administration, Student Affairs, or related field

Work Environment and Physical Activities

- Professional office environment
- Frequent keyboarding
- Lifting up to 35 pounds

Note: The intent is not to provide an exhaustive list of all duties, responsibilities, or qualifications associated with this position. Incumbent may perform other duties as assigned.

To Apply:

Qualified applicants: please send a letter of interest, salary requirements and a current resume by email (with Word or PDF documents, combined in one attachment, and in the subject line, list your name and Senior Student Success Coach), to Human Resources at applications@collegefund.org. All requested information and documents required. Open until filled.

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