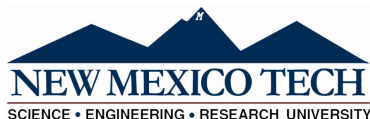


Posted: June 4, 2024



POSITION ANNOUNCEMENT

TITLE: STUDENT SUCCESS COACH **DEPT:** STUDENT SUCCESS INITIATIVES

REG **TEMP** **FULL TIME** **PART TIME**

STARTING RATE or SALARY RANGE \$42,000-\$45,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: June 12, 2024* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

The Student Success Coach provides academic coaching, and professional support and guidance for all undergraduate students. The Student Success Coach builds meaningful relationships with students, makes appropriate referrals and acts proactively to address barriers to academic success and graduation.

The individual serving in this position, in keeping with the latest research on student success, academic advising, and retention would surround first-year students with regular, personalized, customized academic support in the first-year through the reinforcement of study, planning, and organization skills, the identification of strengths and weaknesses, regular and intentional guidance toward improved performance, and assistance with establishing schedules for completion of academic work, and balancing academic responsibilities/requirements with extracurricular activities. The Student Success Coach must develop positive, warm, and nurturing relationships with their students to promote productive coach-student/advisor-advisee relationships, facilitate student success, and foster the mission of the University.

This position reports to the Dean for Student Success Initiatives and will assist with the development, coordination, and implementation of services and activities to improve student success, and services and activities to improve retention, course completion, and graduation rates.

This is a grant funded position for 1 year and future funding will be based on the success of the state-funded retention pilot project.

JOB FUNCTIONS:

Academic Success **40%**

- Assists with the development and presentation of student success workshops
- Works one on one as well as in groups to assist students in the development of student success skills
- Support 40-60 first-year students and meet with students on an ongoing basis, check their mid-term and final grades, and create academic plans to ensure their success.
- Provide confidential advising, in accordance with University policies and procedures regarding student success, to ensure that students receive the individual attention they need to succeed.
- Provide coaching support to students individually and in groups regarding core and/or departmental requirements, academic policies and procedures.
- Engage in initial career planning process by explaining the connection between majors, interests/abilities and career goals.
- Maintain confidential student records.

Progress Monitoring, Data Tracking and Analysis **30%**

- Meet individually with students to track their academic progress and support services; work with students to develop skills such as organization, time management, and effective study habits.

- Assist in the establishment and maintenance of effective systems for monitoring and assessing service quality and outcomes.
- Document, track, and monitor student academic progress, enrollment, participation, and outcomes; serve as a referral resource to various support services on campus, and record academic outcomes in University databases.
- Prepare required reports as needed.
- Collaborate with the Dean of Student Success Initiatives and Academic Advisors and staff regarding data analysis to provide records and reports on activities and effectiveness of programming.

Academic Support Services Programming 25%

- Develop and conduct workshops and small group activities on issues of academic success and design program materials.
- Provide supportive and consultative services to professional staff, faculty, and students regarding the academic functioning of first-year students.
- Work collaboratively with other departments, staff and faculty on first-year advising programs and projects.
- Assist in implementing University-wide retention strategies.
- Assist in the preparation of a variety of departmental publications.
- Contribute to the development of strategies, systems, and reports for retention efforts of current students.
- Work independently and efficiently with a minimum amount of direct supervision on specific programs or projects assigned.

Other duties as assigned by the Dean of Student Success Initiatives. 5%

REQUIRED QUALIFICATIONS:

Bachelor's Degree in Social Work, Counseling, Education or STEM related field. One to three years of experience in a university or community college. Experience that demonstrates strong skill in establishing and maintaining effective working relationships with students, faculty, and staff. Ability to work effectively within an ethnic, cultural and socially diverse student population and foster relationships that support diversity, equity and inclusion. Strong interpersonal, oral and written skills to effectively communicate with students, faculty and staff. Knowledge of assessment. Strong organizational and management skills. Self-motivated and results-oriented.

DESIRED QUALIFICATIONS:

Master's Degree in Social Work, Counseling, Education or STEM related field. Knowledge of Student Development Theory and understanding of current best practices related to the position. Experience with program coordination. Speaks Spanish.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	O
15 - 30 pounds	O
30 - 50 pounds	O
50 - 100 pounds	S
100 + pounds	S

PHYSICAL DEMANDS:

Standing 30%	Sitting 50%	Walking 20%	Pulling
Pushing	Lifting	Stooping	Kneeling
Crawling	Climbing	Reaching	Other