



## Job/Position Description Student Success Coach

### APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), cover letter, resume/curriculum vitae, three references, teaching philosophy, and your salary requirements. Please email your application materials to [hr@kwu.edu](mailto:hr@kwu.edu).

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

**Preference will be given to bilingual applicants.**

The timeline for filling this job is:

- Applications will be taken until job is filled.
- Interviews will begin when qualified applicants are identified and continue until the job is filled.
- The job starts as soon as October 31, 2022.

**KWU is an Equal Opportunity Employer and encourages diversity in employment.** We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

### ADMINISTRATIVE INFORMATION

**POSITION TITLE:** Student Success Coach

**POSITION'S DEPARTMENT:** Provost

**DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES:** The Office of the Provost is responsible for the development and delivery of the entire academic program at KWU. This includes the determination and selection of all faculty, the design and delivery of all academic curriculum, the design and delivery of all academic co-curricular programs and activities, and the design and delivery of all support and information services required to maintain university accreditation and increase student success in all academic areas of the university.

**POSITION'S DEPARTMENT:** Albert Nelson Student Success Center

**POSITION'S DIRECT SUPERVISOR:** Director of the Student Success Center

**DATE POSITION LAST REVIEWED OR ANALYZED:** September 2022, revised by: William Backlin, Academic Dean;  
Reviewed by: Damon Kraft, Provost; JD Koons, Student Success Director; & Becky Mathews, Human Resources.

**POSITION'S EMPLOYMENT STATUS:** Full-Time, Staff, Exempt, At-will

### POSITION INFORMATION

**POSITION SUMMARY:** This Student Success Coach position will work to empower students to identify and achieve their educational, personal, and professional goals through guided coaching sessions and by connecting students with resources within and beyond the Student Success Center, with an emphasis on working with Hispanic/Latino/a/x students. In coordination with the Student Success Director, Director of Diversity and Student Success, and Director of the Library Learning Commons, the Coach identifies students who may be at risk of failing and/or withdrawing and proactively works with the students and manages the coordination of support offered to them; provide support to students through advising and coaching first-year students in conjunction with the Albert Nelson Student Success Center and assist the Library Learning

Commons Director in making the library a fun and engaging place to visit and use in the pursuit of knowledge, information, and social interaction. In addition, this position will work closely with the Library Learning Commons Director that could possibly include programming, reference, and circulation services for Kansas Wesleyan University students, faculty, and staff and the Salina community.

**POSITION WORKS WITH:** University user groups such as students (including Hispanic/Latino/a/x students), full-time faculty, adjuncts, Student Success Center, Library, Diversity and Success Director, and Provost group staff as well as faculty and academic committees, University wide non-academic staff, community members, and area stakeholders including outside users, consortium users, and other interested parties.

**JOB'S BUDGET AUTHORITY:** None

**JOB'S PHYSICAL WORKING CONDITIONS:** Approximately 100% of time spent in a temperature controlled office environment, library, classroom, and general campus environment. Able to climb stairs and lift 20 pounds on a daily basis.

**JOB'S UNUSUAL HAZARDS OR WORKING CONDITIONS:** None

**POSITION EQUIPMENT:** University database systems, Canvas learning management system (LMS), university phone system, Koha-ILS, OCLC, etc.

**JOB'S WORK SCHEDULE:** A flexible work schedule of 40 hours per week. Work hours will equate approximately 40 hours per week and will be finalized based on the qualifications of the individual hired. Work hours will vary during breaks and summer. It is expected that this position will work approximately 2,080-2,300 hours per year.

**JOB'S TRAVEL REQUIREMENTS:** Some travel may be required, primarily for job related conferences and personal development.

## POSITION RESPONSIBILITIES AND DUTIES

### **POSITION'S ESSENTIAL DUTIES (100%):**

1. Providing holistic support to first-year students, with an emphasis in supporting Hispanic/Latino/a/x students, including consistent monitoring of academic progress
2. Meeting regularly with identified first-year students throughout their first year on campus, with particular emphasis on helping the transition in their first semester
3. Developing relationships with identified students that encourage continuation of long-term academic coaching into the second semester and second year when necessary
4. Initiating short-term academic coaching as needed throughout the identified students' academic career.
5. Participating in the planning and implementation of Orientation, including summer contacts prior to move-in dates
6. Collecting and analyzing student success data, with a particular emphasis on first-year students
7. Helping to coordinate and facilitate effective study halls for athletic programs and/or other co-curricular activities
8. Teaching up to 6 hours per semester
9. Making recommendations on student success initiatives to the Director of the Student Success Center and the Provost's Office
10. Helping the Director of the Student Success Center with other initiatives to advance the work of the office, as assigned
11. Library (training will be provided as needed):
  - **Programming:** Assist with in-house programs, campus outreach, off-campus outreach, passive and social media programming meant to engage students and other patrons in academic and social interaction
  - **Student Success Advocate:** Assist first-year students in one-on-one or small-group settings; helping them successfully transition and maneuver through their first year of college life
  - **Reference/Circulation:** Provide professional library reference and research services using the Integrated Library System, Dewey Decimal Classification system, the Internet, and other electronic resources. Processing library materials for circulation
  - **Library Staff Management:** Responsible for training, scheduling, supervising and evaluating work-study student workers in circulation and as needed for special projects.

## POSITION QUALIFICATIONS

### **EDUCATION:**

- MINIMUM REQUIRED: Master's Degree (or higher) in any field of study (English or Mathematics, preferred)

### **CERTIFICATIONS AND LICENSES:**

- None

### **WORK EXPERIENCE:**

- Work experience sufficient to perform responsibilities of position

#### Preferred Experience

- Demonstrated experience working with young Hispanic adults, including Hispanic/Latino/a/x individuals.
- Experience providing academic counseling/coaching, motivational speaking, or strengths-based coaching.
- Experience as an academic advisor in higher education.
- Experience working with first-generation-in-college students, students with learning disabilities, or under-prepared students.

### **KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA's:**

#### ➤ MINIMUM REQUIRED:

- Ability to work effectively with students
- Possess excellent communication and leadership skills
- Ability to effectively manage relationships with staff and faculty
- Ability to interpret statistical reports and prepare statistical reports when necessary
- Exhibits strong positive attitude and ability to foster teamwork

#### ➤ PREFERRED:

- Credentialed to teach courses in either English or Mathematics
- Bilingual in English and Spanish

## NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an "at-will" employee.
3. All employees of Kansas Wesleyan University are considered to be "responsible employees" pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a Christian institution, preference in hiring shall be given to persons who can affirm the Institution's mission.
5. All "offers of employment" are subject to a criminal background check prior to employment.
6. All items created by this position are the sole property of Kansas Wesleyan University.