



BENNETT COLLEGE

Job Posting

Title: Success Coach

Date of Posting: 3/25/2022

Closing Date: Until Filled

Department: Student Success and Retention

Reports To: Director, Student Success

GENERAL SUMMARY:

The Success Coach will work with Bennett College students to develop skills, behaviors, and habits, that contribute to success in college and beyond. These include, but are not limited to, academic and career goal setting, learning strategies, time management and organization, self-regulation, and self-efficacy. It is the responsibility of the Success Coach, to assist in guiding students in retention and degree completion efforts. The Student Success Coach is a collaborative services role focused on retention and graduation, outreach, and intervention.

This position is scheduled Monday – Friday, 8:00am – 5:00pm. Some evenings and weekends may be required.

ESSENTIAL JOB FUNCTIONS:

- Provides mentoring and coaching for students to develop and accomplish their personal, academic, and professional goals.
- Assists students in creating a personalized degree completion plan.
- Assists newly admitted and current students with college processes related to registration, financial aid, career services and other related topics, as needed.
- Refers students to appropriate internal and community-based programs and support services.

- Serves as a liaison between students and their respective academic departments.
- Attends division/advisory meetings to remain current in program offerings and career/occupational trends.
- Relays pertinent information to appropriate Student Service function when necessary.
- Assists with the development of student success, retention, and completion materials and presentations.
- Maintains accurate/updated records of assigned student cohort.
- Engages at-risk, underserved, first generation, low income and differently-abled students.
- Provides one-on-one and group meetings to improve engagement and ensure student success.
- Trains and coaches students regarding skills for success.
- Develops and implements procedures for intake, monitoring, and assessment of student progress in accordance with current best practices.
- Instructs an assigned section of OR 100 for New and Transfer Students.
- Serves as Coordinator for Office of Student Success Program Initiatives.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Bennett College's mission, policies, and procedures.
- Ability to work in a face-to-face, hybrid, and online environment.
- Skill in the use of office equipment and technology, including computers and related software, such as word processing, databases, and spreadsheets, and the ability to master new technologies.
- Ability to handle confidential information.
- Ability to understand instructions and follow detailed procedures consistently.
- Demonstrated good organizational skills, including the ability to prioritize multiple tasks, work in a fast-paced environment with numerous interruptions, and meet deadlines.
- Skill in maintaining and updating records and related systems.
- Ability to effectively communicate and present ideas and

conceptorally and in writing.

- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with staff, students, faculty, the public, and other professional contacts.
- Ability to critically assess situations, maintain attention to detail, solve problems, work efficiently, and adapt to change.

EDUCATION AND EXPERIENCE:

- Bachelors Degree required; Masters Degree preferred.
- Minimum three years of work-related experience assisting and assessing students/clients in academic and/or life skills.

HOW TO APPLY:

Interested candidates should submit a complete applicant packet, which includes the following documents:

- online application for employment (found at www.bennett.edu)
 - click on "Quick Links" at the top of the home page
 - click on "Employment Opportunities"
 - click on "Click Here to Apply" and follow the instructions

The following are **required documents** to be attached to your application:

- cover letter
- resume
- unofficial transcripts from every college and university attended
 - official transcripts are required if an offer of employment is accepted

ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED

NO PHONE CALLS PLEASE!

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.