

Position: Student Success Coach

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter,
3. Resume/curriculum vitae,
4. Three references,
5. Desired salary (may be entered on application)
6. Please email your application materials to hr@kwu.edu.

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as early as March 17, 2025.

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.

Job Summary:

The Student Success Coach helps students set and achieve academic, personal, and professional goals through coaching sessions and connecting them with resources. They work with the Assistant Vice President for Student Engagement and Success and the Vice President for Student and Community Engagement to identify students at risk of failing or withdrawing, offering proactive support. The Coach also advises first-year students and assists with making the library an engaging place for learning and social interaction. Collaboration with the Director of Library Services may include programming, reference, and circulation services for students, faculty, and the community.

Key Relationships:

Works with students, faculty, staff from the Student Success Center, Library, and other university departments, as well as community members and external stakeholders.

Budget Authority:

None

Working Conditions:

Primarily in an office, library, classroom, and campus environment. May need to climb stairs and lift up to 20 pounds daily.

Equipment:

University systems such as Canvas, Koha-ILS, Navigate 360, and more.

Work Schedule:

40-45 hours per week, with a flexible schedule. Expected to work around 2,080-2,300 hours annually.

Travel:

Some travel for conferences and professional development.

Responsibilities:

1. Support first-year students by monitoring academic progress and providing coaching.
 2. Meet regularly with first-year students, especially during their first semester.
 3. Build long-term coaching relationships with students into their second year, if needed.
 4. Provide short-term academic coaching as required.
 5. Assist with planning and implementing Orientation, including summer contact.
 6. Collect and analyze success data, particularly for first-year students.
 7. Help coordinate study halls for athletic programs and co-curricular activities.
 8. Teaching up to 6 hours per semester.
 9. Suggest student success initiatives to the Director of the Student Success Center and Provost's Office.
 10. Assist with other tasks to advance the Student Success Center's work.
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Qualifications:

Education:

- Minimum: Bachelor's degree (preferred in English or Mathematics).
- Preferred: Master's degree (in Academic Advising, Student Development, or a related field).

Experience:

- Sufficient experience to perform duties.
- Preferred:
 - Experience with young adults in teaching or tutoring.
 - Experience in academic advising, coaching, or motivational speaking.
 - Experience working with first-generation students, students with learning disabilities, or under-prepared students.

Skills and Abilities:

- Minimum:
 - Ability to work effectively with students.
 - Strong communication and leadership skills.
 - Able to manage relationships with staff and faculty.
 - Ability to interpret and prepare statistical reports.
 - Positive attitude and team-oriented approach.
- Preferred:
 - Credentialed to teach English or Mathematics.
 - Bilingual in English and Spanish.

Salary and Benefits: Salary based on experience, with full-time employee benefits.

Additional Information: A more detailed job description will be provided at the time of interview.

This is a full-time, exempt position. This role requires leadership and strong organizational skills.