
Job Title	Success Coach
PVN ID	LE-2510-007088
Category	Instruction and Social Service
Location	LEHMAN COLLEGE
Department	TRIO SSS Pathways to Success
Status	Part Time
Hourly Rate	\$44.83-\$44.83
Hour(s) a Week	16.00
Closing Date	Jan 09, 2026 (Or Until Filled)

General Description

The TRIO Student Support Services, Pathways to Success (SSS/PTS) program aims to serve a number of low-income, first-generation, and college students with disabilities within CUNY Lehman College as they navigate their course of study. Our goal is to provide students with the opportunities to expand their academic, career development, as well as financial literacy support, to facilitate their exploration through career development initiatives with the hopes of increasing their potential for entering careers and graduate study.

The Success Coach position is responsible for providing individual and group advising programming targeting the academic, financial, and personal support needs of TRIO SSS PTS participants. Utilizing an intrusive advising approach, the success coach will ensure that students are connected to the tools and resources needed to navigate their progress towards degree completion. The Success Coach reports directly to the Project Director.

This is a part-time, 16-hour/week, 12-month grant-funded position; continuation of the position is contingent upon grant funding availability.

Other Duties

- Provide proactive advising sessions and individualized action plans to address students' academic, financial, and personal needs in collaboration with SEEK Counselors
- Collaborate with SEEK Counselors, Faculty, Tutors, and Academic Support Staff to advocate for and address participants' needs
- Ensure students are connected with various campus resources and partnering departments to complete necessary paperwork and meet institutional and federal deadlines
- Track and monitor student progress, providing student status and progress report to the Project Director on a quarterly basis
- Assist with the development and implementation of various program initiatives, including but not limited to:

intersession tuition-waiver courses, lunch & learn Workshops, academic enrichment trips, as well we community-building student activities

- Support the development of a program culture that promotes high standards of courtesy, respect, compassion, and intellectual engagement among students
- Other duties as assigned

Qualifications

- Bachelor's Degree in education, counseling, administration, or related field. Master's preferred.
- 3+ years working with first-generation, low-income, and students with disabilities in an educational setting
- Self-started, excellent oral and written communication skills
- Demonstrated ability to work effectively with faculty, administrators, campus officials, community agencies, and students with backgrounds similar to the target population is preferred
- Proficiency in Microsoft Word, Excel, and PowerPoint, with the ability to learn new computer database systems