

Job Title	Counselor/Advisor/Success Coach
PVN ID	ME-2109-004246
Category	Administrative Services
Location	MEDGAR EVERS COLLEGE
Department	TRIO/Student Support Services
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Mar 21, 2022 (Or Until Filled)

General Description

The Academic Coach/Advisor in the TRIO Program serves as a student academic success counselor responsible for monitoring students' academic progress, advise/counsel students on various academic subjects, plan and coordinate social/cultural programs and events and provide a structure of support to ease students' transition into, and through the university during their entire academic career. This position will also design programs and activities to promote the academic success and retention of underserved and underrepresented students. The position will also foster student persistence/retention and develop programs, in conjunction with instructional and student development units, that will help ensure the academic and social success of at-risk populations. Academic Coach provides academic services to targeted students by conducting recruitment services, needs assessments, assisting with the core subject instruction, providing college prep coaching and workshops; and other required support services on a group and individual basis.

Other Duties

Responsibilities

Assists in the development and implementation of student academic success programs.

- Work closely with the director to advance division priorities for improved student persistence, retention, and graduation of at-risk populations.
- Assist in designing, organizing, and implementing programs and events dedicated to the academic success of students.
- Prepare a comprehensive plan for communicating with students via face-to-face contact, group sessions, e-mail, social media, etc., to ensure the number of contacts are enhanced and maintained.
- Develop, plan, and implement programs to assist with students' transition to the campus environment and collaborate with other departments and faculty to facilitate the implementation of programs and activities. These include workshops in time management, test taking and overcoming anxieties, note-taking, mentoring, financial aid literacy, etc.
- Assist students with applying for financial aid.
- Designs, delivers, and evaluates interventions, programs, and services for underrepresented, marginalized, and targeted minority students.
- Develops and coordinates high impact practices, academic support, and advising initiatives for identified student populations.
- Complete additional duties as assigned by supervisor.

Education:

Master's Degree in Counseling, Psychology, Education, Student Personnel Services, Social Work, or other field with appropriate experience is required. Professional experience working in higher education or related setting.

Qualifications

Work Experience and/or Training:

3-5 years of professional experience in a higher education setting.

Successful experience with retention and high impact practices in higher education. Proven skill in working with an electronic student record-keeping database (i.e. PeopleSoft, Navigate) and Microsoft Office Suite computer applications; and a facility for mastering new software formats as needed. Experience working with faculty and instructional academic staff.

Excellent written and oral communication skills; demonstrated ability to successfully work with the target population; skill in implementation services to college students; ability to use and use of electronic media, i.e. Facebook, Twitter, group texting and website resource to assist participants; Ability to work with varied campus communities.