



Position Title: Academic Success Coach – First Year College Students	Reports to: Director of Retention
Department: Student Services	FLSA Status: Non Exempt
Classification: Regular Full Time	Benefit Eligibility: Yes, Full Time Benefits
SOC Code: 21-1012	Last Updated: 01/25/2022
Home Campus: Keshena and Green Bay Campus	Posting Status: Second Posting – Open to All
Grant Funded: Fully Grant Funded	Application Deadline: March 24, 2023 at 4:00 PM

Position Summary: The Academic Success Coach provides coaching and intervention techniques to First Year students (high school, first-time freshman, and non-degree seeking students) that contribute to success in college, centering on academic and career goal setting, learning strategies, time management, organization, self-regulation, and self-efficacy. The academic coach works proactively with faculty and first-year students to promote academic planning connected to long-term career goals; monitor academic progress and success; advise students on college policies, procedures, and program requirements; and provide highly responsive, holistic advisement on individual student needs and barriers to success inside and outside the classroom. This position will be committed to student learning by ensuring student access to programs and services by helping to remove barriers to student enrollment and progression, and supporting and assisting students with achieving their educational goals.

Position Responsibilities & Duties:

1. Advising

- Provide advising throughout the enrollment process to facilitate placement, career assessment, counseling, financial aid, and payment requirements.
- Refers students to appropriate academic personnel and support resources and collaborates with others to monitor and accelerate the academic progress of the students referred.
- Coordinate and offer programs tied to First-Year academic success and persistence, principally through the required First-Year Seminar.
- Collaborate with faculty and staff to develop and offer programming and resources that intentionally connect academic work and skill development to explore career pathways.
- Promote dual credit opportunities to high school staff, students, and parents.
- Assist the coordinator in carrying out activities that support the mission of the Dual Credit Programs.

2. Success Coaching

- Conducts academic coaching through individual or group sessions that help First-Year students assess their performance and develop academic success plans.
- Assists students in developing self-efficacy by identifying and overcoming obstacles that may impede academic success; works with students to learn strong time management and organization skills; motivates students to practice self-regulation and take ownership of their academic success.
- Helps students in identify, develop, and implement learning strategies and study skills specific to course materials.
- Provide proactive and individualized success coaching to an assigned caseload of students facilitated by an early alert/advising system powered by predictive analytics.

- e. Empower assigned caseload of students to effectively communicate with faculty and student services and become better connected to resources and support services such as financial aid, career services, and disability services.
- f. Engage assigned caseload of students in educational planning activities to help guide them to achieve their educational goals.

3. Retention/Outreach

- a. Provide proactive outreach and academic coaching for First-Year students to help them address their individual learning needs to increase achievement and persistence.
- b. Provide proactive outreach to First-Year students regarding college procedures and policies, including registration, faculty advising, and academic standing.
- c. Monitor individual student progress and work collaboratively with other College student support and student alert processes.
- d. Foster's persistence and completion by maintaining a caseload of high school students and first-time college students.
- e. Monitors progress of students in caseload with check-ins, scheduled meetings, or proactive outreach and communication, responding to students' questions, concerns and needs.
- f. Other duties as assigned.

Minimum Qualifications-To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Education:

- a. Bachelor's degree in business, education, communications, or related fields is strongly preferred.

2. Experience:

- a. One-year experience in higher education preferably in Student Services working with First-Year College students.
- b. Experience working in a remote or hybrid work environment
- c. Excellent oral, written, and interpersonal communication skills.
- d. Effective communication/public speaking skills, and the ability to connect quickly and authentically with people from a various professional and cultural backgrounds.
- e. Demonstrated involvement with higher education initiatives and teams devoted to improving diversity, inclusion, and equity in all aspects of the student experience
- f. Working expertise with Microsoft Office software (Word, PowerPoint, Excel) and collaboration software (MS Teams, Zoom, Google Drive, Box).
- g. Professional and resourceful style with the ability to work independently, as part of a team, and on committees.
- h. Must be able to work evenings and weekends.
- i. Required work days at the Colleges Main and Green Bay Campus locations.

Desired Qualification:

- a. Proficient in Empower Student Information Database System.
- b. Must have strong computer skills in Microsoft Office, keyboarding, and database management.
- c. Knowledge of FERPA regulations and the ability to handle confidential information.
- d. Experience working with multiple demands, schedules, and work styles.
- e. Ability to prioritize various tasks and assignments.
- f. Sharp record-keeping skills with attention to detail.
- g. Computer and database literacy and proficiency in MS Office (Word, Excel, and PowerPoint for digital presentations).

Reporting to this Position: No Direct Reports

Physical Demands & Work Environment:

Physical demands are classified as Light -lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds, with frequent walking, standing or sitting most of the time with some pushing and pulling of arm or leg controls.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Performs administrative office Functions - Frequently

-Exposure to office/class room environment - Frequently

-Exposure to shop or maintenance environment - Never

Tools & Equipment Used: Office equipment including copy, scan, print and fax machines, computer, calculator and telephone.

Application Process

A complete application includes:

- Letter of Interest
- Current Resume
- Completed CMN application form (available under job opportunities at <http://www.menominee.edu/careers>)
- Copy of all college level transcripts (official transcripts required upon hire)
- Three Professional References
- Copy of valid WI driver license
- Proof of relevant certificates or training
- Proof of Tribal enrollment status
- Proof of honorable or general military discharge paperwork (if applicable)

It is not the responsibility of CMN to notify applicants of missing documentation. Incomplete application packets will not be considered.

Application materials can be mailed to:

College of Menominee Nation
Attn: Human Resources
P.O. Box 1179
Keshena, WI 54135
Or

Email to: hr@menominee.edu

An online application is available at <http://www.menominee.edu/careers>

Posting closes on March 24, 2023 at 4:00 PM

NOTE: Pre-employment drug testing is part of the hiring process.

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The above noted position description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.