

WINTHROP UNIVERSITY
NOTICE OF JOB VACANCY

July 21, 2015

<p>POSITION: ACADEMIC COACH (UNIVERSITY COLLEGE) (Class Code CB70\Student Services Program Coordinator II)</p> <p>BAND: Band 05\Level 02</p> <p>STARTING SALARY: \$ 33, 082 minimum per year; qualification and funding will determine actual salary</p> <p>VACANCY: # 201605</p>

Minimum Training and Experience:

Master's degree in higher education, counseling, divergent learning, or related field and 1-3 years of experience in positions with at-risk/underserved students in a college setting, counseling, and academic coaching, or advising. Proficiency working with Microsoft Office Suite, Banner, and Qualtrics is preferred.

Knowledge, Skills and Abilities:

Knowledge of higher education academic programs. Demonstrated ability to work with a diverse population of students. Excellent oral and written communication skills. Ability to establish and maintain effective working relationships and collaborations campus-wide. Excellent study strategies teaching, facilitating, advising, and counseling skills are imperative for this position.

Major Duties:

Reporting to the Director of the ASC, this position will provide direct academic support with the goal of improving student academic performance. This integral team member of the Center will contribute positively to new and ongoing success initiatives, collaborate to maintain and expand programs, respond to student concerns and faculty/staff referrals of academically at-risk students. The Academic Coach will co-design and implement assessments to determine effectiveness of programs and be responsible for maintaining a website for at-risk/underserved students, with extensive resources, tutorials, and videos. Manage and direct all aspects of the academic coaching and outreach programs for probation students and students who are at-risk/underserved, such as the Serious About Success Seminars, Success Contracts, and REACH Program; support students with academic difficulties by teaching learning strategies and skills to be successful, connecting them with resources and helping them to understand academic policies; work individually with students who are reinstated after academic suspension to create individualized success plans, as well as meet with students appealing academic suspension; work with students to create Academic Action Plans for students not meeting Satisfactory Academic Progress for submission to Financial Aid. Develop and facilitate training sessions and workshops focused on a variety of topics to enhance and promote student learning campus-wide through a variety of efforts (print media, web presence, podcasts, etc.). Manage the reporting system for at-risk students, reaching out to the students identified and following up with the faculty/staff who referred. Collaborate with academic advisors regarding probation student progress. Coordinate campus-wide retention outreach to students who are not pre-registered for the following semester after the registration period. Track and monitor probation student data and assess program effectiveness, making appropriate changes as needed and submitting regular program reports. Serve on various committees as needed and collaborate on success and retention initiatives campus-wide. Perform other related duties as assigned.

**To apply, access www.jobs.sc.gov to submit an on-line application no later than
August 5, 2015**

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