

Coordinator of Student Support

The Coordinator of Student Success provides academic and personal adjustment support for low to high achieving students. The Coordinator also assist Colorado Opportunity Scholarship Initiative cohort students in developing a comprehensive academic support plan for success and promote persistence at Colorado Northwestern by identifying and providing strategic outreach to various student populations who are at risk and/or are in need of ongoing assistance. The Coordinator will conduct academic coaching meetings focusing on time management, learning strategies, and creating academic goals and action plans. In addition, the Coordinator will assist the SSC leadership team with the day to day operations of the center.

Duties and Responsibilities:

- Develop comprehensive learning systems designed to engage students in their education and empower students to become active and responsible learners.
- Teach AAA student success courses (freshman), Work & Career Preparation workshops (sophomores), and provide other teaching/workshop presentations as needed to cohort of Colorado Opportunity Scholarship Initiative (COSI) participants and scholars.
- Provide academic success coaching (time management, goal setting, study skills, learning strategies, etc.) to diverse student populations; assist students in the resolution of academic problems; teach students strategies for learning.
- Use EAB Navigate/Campus and other software to document coaching sessions.
- Develop parent engagement orientations and activities to increase college awareness among parents of local high school students transitioning to college.
- Participate in the operation and management of the college-wide Colorado Opportunity Scholarship Initiative student success program.
- Recruit COSI Scholars to receive the COSI scholarship and participate in the COSI student success program
- Assist with academic advising and interventions for COSI cohort and other students on campus.
- Demonstrate commitment to professional development, including but not limited to activities such as: participation in professional conferences, workshops, seminars, membership in professional organizations, research projects, publishing academic work, participation in statewide committees or organizations, etc.
- Demonstrate sensitivity in working with students and staff of diverse racial, ethnic, academic and socioeconomic backgrounds, sexual orientation, and disabilities by showing respect for differences and the dignity of others.
- Attend and participate in department, division and college meetings and keep posted office hours.
- Use appropriate preparation and organizational skills in area of assignment.
- Foster a professional work and learning environment.
- Perform other duties as required by the Collective Bargaining Agreement.

Academic coaching includes the following:

- one-on-one meetings with students to develop learning and life strategies that promote academic success;
- meetings focus on developing skills in time management, managing freedom, goal setting, creating study plans, preparing for tests, and other academic success skills and strategies;
- discussions will center on helping students develop critical and creative thinking skills, problem solving, and inter-and intra-personal skills to result in improved success in the classroom, deeper connections to the campus community, and maximizing their experience and options at Colorado Northwestern.

Knowledge, Skills, and Abilities:

- Experience in student mentoring, tutoring, supplemental instruction, freshman transition issues, and working with students in academic challenges.
- Proven personal initiative, problem-solving skills and customer service etiquette.
- Disposition and proven work ethic to handle busy work cycles that include evenings and weekends.

Required Qualifications:

Education: Bachelors degree from an accredited college or university.

Experience: The following experiences are required:

- A minimum of one year of relevant experience in a college environment;
- Experience in learning strategies, academic intervention and support;
- Experience with traditional student affairs/life functional units.
- Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, gender identity, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Desired Qualifications:

Education: Masters' degree in higher education, student personnel or related field.

Experience: The following experiences are desired:

- Learning specialist or related experience developing learning strategies for students in need of additional academic support;
- Special Education certification or teaching credentials in a related field;
- Experience working with multi-cultural students and students with diverse backgrounds;

- Academic Coaching and/or Academic Advising experience with first-year studies or learning disabilities experience;
- Excellent presentation and outreach skills.

This position is grant funded through the Colorado Opportunity Scholarship Initiative, COSI, and will be funded through June 2020. Continuation of the position is contingent upon continued funding by COSI.