



Position Title: College Achievement Coach
Division: LAP
Department: Learning Assistance Program
Reports to: Vice President of Academic and Student Services

General Function:

The College Achievement Coach (CAC) provides support for students in an effort to improve student success and retention for DMAs 010, 020, and 030 students who are most at risk of failing to persist in their program of study. The CAC will work with students who should benefit from achievement coaching through instructor referral, the ENGAGE College Survey, or self-referral. The purpose of the interaction between the CAC and student is to support student transition to academic, technical, vocational, and professional programs.

Duties and Responsibilities:

The duties of the College Achievement Coach include, but are not limited to:

- Provide perspective, encouragement, and insight as students set academic goals
- Provide guidance as students develop success strategies to overcome academic difficulties and setbacks
- Assist students individually and in small groups
- Create interventions for individualized needs, such as test anxiety
- Serve as a liaison between students and instructors
- Assist students with career exploration and college transition
- Provide orientation activities to inform students of available opportunities and paths to completion
- Refer students to internal and external supports, such as counselors, government agencies, housing, food, shelter, childcare, etc.
- Provide workshops and presentations to encourage and foster student success
- Track quantitative and qualitative data and report student performance
- Administer and analyze the ENGAGE College Survey to assess and address any student needs that might hamper academic success and persistence
- Assist students in distance education environment using web camera and live chats

Qualifications:

- Required: Bachelor's degree from a regionally accredited institution



Qualifications:

- Prefer: three years of teaching experience in Developmental Studies
- Prefer: Life Coach Certification
- Ability to build rapport and work well with students
- An associate's degree from a regionally accredited institution in secretarial, general, or liberal arts
- Proficient in Microsoft Office software and the use of a variety of office equipment to include fax machine, photocopier, scanner, and telephone systems
- Excellent typing, customer service, communications, and problem-solving skills
- Strong organizational skills with attention to detail
- Ability to maintain a high level of confidentiality

Working Conditions:

- Office
- College facilities
- External facilities
- Internet environment

Disclaimer: This job description covers the most essential functions and duties associated with this position. The President or appropriate supervisory personnel may assign additional duties. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.



Position Title: College Achievement Coach Page 3

Signature Patricia M. Kelly
Employee

Date 01-27-14

Signature _____
Supervisor

Date _____

Signature _____
Dean

Date _____

Signature Deborah Grimes
Vice-President

Date 1-27-14