POSITION DESCRIPTION

Position Summary:
The Academic Coach, reporting to the Associate Dean for Student Academic Success, is a key player in supporting the success and persistence of first-year students. The academic coach works proactively with faculty advisors 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. Academic coaches serve as instructors for portions of the College’s required First-Year Seminar course.

Essential Job Functions:
1. Provide proactive outreach and academic coaching for first-year students to help them address their individual learning needs in order to increase achievement and persistence
2. Work with first-year students, in collaboration faculty and staff, to promote the planning of intentional academic pathways
3. Provide proactive outreach to first-year students regarding college procedures and policies, including registration, faculty advising, and academic standing
4. Monitor individual student progress and work collaboratively with other College student support and student alert processes
5. Coordinate and offer programs tied to first-year academic success and persistence, principally through the required First-Year Seminar
6. Collaborate with faculty and staff to develop and offer programming and resources that intentionally connect academic work and skill development to the exploration of career pathways

Physical Demands:
The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel; reach with hands and arms; and talk and hear. The employee is required to stand; walk; sit; and is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.
OCCASIONALLY-0-35% OF TIME  |  FREQUENTLY-36-74% OF TIME  |  CONSTANTLY-75% OF TIME
---|---|---
Stand  |  Sit  |  
Walk  |  Lift/Carry/Push/Pull 0-10 lbs.  |  
Drive  |  
Reach  |  
Bend  |  
Climb  |  
Crawl  |  
Squat  |  
Lift/Carry/Push/Pull 11-40 lbs.  |  

**Work Environment:**
*The work environment characteristics described here are representative of those encountered while performing the essential functions of this job.*

The individual is routinely exposed to indoor conditions, minimum outdoor weather and temperature extremes, and moderate noise level. Occasional weekend or evening work relevant to Academic Affairs or Admissions events.

**Qualifications/Prerequisites:**

1. **SKILLS**
   a. Ability to work interactively with first-year students using best practices for advising, academic coaching, first year seminars, academic support, and/or career development
   b. Highly collaborative, with proven ability to work collegially with students, faculty, and staff
   c. Demonstrated commitment to diversity and inclusion
   d. Excellent interpersonal and communication skills, written and verbal, in individual and group settings, including ability to deal tactfully with and motivate students
   e. Integrity and good organizational skills
   f. Student-centered commitment to the goals of liberal arts education
   g. Ability to work independently and handle multiple tasks

2. **EMPLOYMENT EXPERIENCE**
   a. At least two years’ experience with teaching, mentoring, advising, career counseling, and/or providing student services in a higher education setting
   b. Experience with retention management systems, Microsoft Office Suite, and emerging social media networks preferred
3. **EDUCATION**  
   a. Bachelor’s degree required, master’s degree preferred

4. **LICENSES**  
   N/A

This job description is intended to describe the general nature and level of work performed by people assigned to this classification. It reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.