



**Success Coach and Academic Coordinator
TRIO Student Support Services**

REPORT TO: Director, TRIO SSS
E CLASS: FT 12Month
FLSA: EXEMPT

PURPOSE:

TRIO SSS invites applications for the position of TRIO Success Coach and Academic Coordinator. This position will serve income-eligible, first-generation college students and students with disabilities. The counselor will be responsible for academic advising, personal, social, financial aid, and career counseling. The selected candidate will report directly to the project director. The senior counselor shall be responsible for academic, personal, social, career counseling, and academic and financial aid advising. He/she will also collaborate with faculty and staff in General Education and Academic Foundations as well as other units on campus to develop strategies to increase student participation. Student retention is an essential part of the job has a clear commitment to the goals and objectives of the SSS Program. This is a grant-funded position and is secure only during the funding period.

PREFERRED QUALIFICATIONS:

The Success Coach and Academic Coordinator must possess knowledge equivalent to that acquired Master's degree in educational, administration, Counseling, Education, Psychology, or related field. Demonstrated sensitivity and experience with students from a low-income educational background and three years of higher education experience are required. Must have the ability to provide coordinate activities with SSS Program faculty/staff in developing an academic atmosphere conducive to the implementation of program objectives; ability to create and implement an ongoing plan for evaluation of the Student Support Services Program; and experience working with low-income, first-generation and disabled students.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

1. Disseminate information about program services to other staff members, and to Miles College student applicants and/or enrollees in order to assist with the identification of first-generation, low-income, and disabled students.
2. Assess students' needs for program services, and assist with the selection of participants for the program.
3. Interpret entrance test scores to verify correct placement in remedial courses.
4. Administer and evaluate appropriate diagnostic tests to determine students' personal and educational needs.
5. Monitor students' progress through an "early alert" and mid-term evaluation system with faculty.
6. Develop and maintain supportive relationships with all participants.
7. Develop modules for and instruct TRIO FYA class, a grant-required class.

8. Provide advice for students who are participants in the program, which will result in a successful transition to a graduate and/or professional school.
9. Assist in the development of forms, handbooks, and publications related to the Student Support Services Program to use within Alabama as marketing tools for the program.
10. Gather, evaluate and maintain necessary records in the student participants' files.
11. In cooperation with the project director, assess and monitor participants' academic progress as outlined in the grant.
12. Assess the effectiveness of current services for future program development.
13. Assist in the planning and implementation of cultural/educational trips for participants.
14. Provide information, college and career guidance, and student development activities that will result in completed career and educational plans for assigned participants.
15. Provide varying levels of problem-solving for staff and assist students in accessing institutional resources such as Student Success Services; while working with the student throughout the student's educational journey at Miles College Also coordinate essential retention activities such as tutoring, contact maintenance with students and families, arranging study groups, developing Student Achievement Plans, and developing and monitoring the Peer Mentoring Program.
16. Develop and maintain contact with community agencies whose clients would qualify for program services.
17. Maintain detailed statistics in the BLUMEN database and evaluations regarding the students served.
18. Advise the Director of the need to hire tutors for program participants and recommend potential tutors to the Director.
19. Provide participants with referrals to outside agencies as needed.

Supplemental Functions:

1. Plan and provide a "Welcome Back" orientation event prior to fall classes beginning.
2. Assist participants with the completion of financial aid forms and scholarship applications.
3. Assist with registration activities, as needed.
4. Attend a variety of meetings, seminars, and in-service training, as required.
5. Perform other duties as assigned by the supervisor.

KNOWLEDGE, SKILLS & ABILITIES:

Must have excellent oral, written, and verbal communication skills; ability to make sound decisions in accordance with college policy, rules, regulations, and departmental policies; ability to work effectively and collegially with other employees throughout the college; ability to establish and maintain effective working relationships with other employees, students, and the public; ability to organize and prioritize work and be able to work independently. Possess basic office skills including keyboarding and bookkeeping; proficient in computer use with experience in word processing, spreadsheets, and databases; ability to interact effectively with faculty, staff, and applicants.

WORK ENVIRONMENT:

The work environment consists of exposure to physical conditions typical of a normal office environment. Most of the job is performed while sitting, although the work may require occasional standing or walking and/or the lifting and carrying of small objects.

TRAVEL: Some travel may be required.

***This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

SPECIAL INSTRUCTIONS TO APPLICANTS:

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a resume, cover letter, and application to mwilson@miles.edu.** Due to the large volume of inquiries, applicants will not receive a response unless there is a match, at which point the applicant will be contacted for an interview.

NOTICE OF NON-DISCRIMINATION

Miles College is an equal opportunity employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities on the basis of race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other bases prohibited by law. Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 101, 5500 Myron Massey Blvd Fairfield, AL 35064, 205-929-1440, titleix@miles.edu. For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [Click here](#).