



ACADEMIC SUCCESS COACH & ADVISOR FOR COLLEGE FRESHMEN & SOPHOMORES INSTITUTIONAL RESEARCH AND EFFECTIVENESS (2 Positions)

REPORT TO: Director of Advising

E CLASS: FT 12 Month

FLSA: Exempt

PURPOSE:

This position is responsible for advising freshman and sophomore students, serving as an instructor for a section(s) of the course FYA 101: Orientation the Academy, and working on advising projects, as assigned. We are looking for a dedicated and proactive **Academic Success Coach & Advisor** to provide comprehensive support to college freshmen and sophomores. This dynamic role integrates academic advising with personalized success coaching, empowering students to excel academically, navigate their college experience, and achieve their long-term academic and career aspirations. The ideal candidate will possess a deep understanding of student development and academic advising, along with the ability to coach students in developing effective study habits, critical thinking skills, and personal accountability for their success.

REQUIRED QUALIFICATIONS:

Bachelor's degree; master's preferred and at least three (3) years of progressively responsible work in student advising, student services, or related student success program.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

Academic Advising:

- Advise freshmen and sophomore students on academic course selection, degree requirements, and academic policies.
- Assist students in creating personalized academic plans, helping them select courses based on their interests, strengths, and career aspirations.
- Monitor student progress toward degree completion, ensuring they stay on track for graduation, and provide guidance on academic pathways, including minors, study abroad, and internships.
- Provide ongoing support during registration periods, ensuring students are making informed decisions when choosing courses.

Academic Success Coaching:

- Conduct one-on-one coaching sessions to help students develop effective academic strategies, such as time management, study techniques, note-taking, and test preparation.
- Support students in developing self-regulation, resilience, and a growth mindset to overcome academic challenges.
- Help students set specific, measurable academic and personal goals and create actionable plans to achieve them.
- Provide guidance on managing academic stress, balancing coursework with extracurricular activities, and improving overall well-being.

Holistic Student Development:

- Assist students in transitioning from high school to college-level academics and from freshman to sophomore year, offering support during these critical periods.
- Encourage student engagement in academic and extracurricular activities to build a sense of community and connection to the campus.

- Refer students to appropriate campus resources, including tutoring, writing centers, counseling services, and peer mentoring programs, and the Level All platform.

Monitoring and Retention:

- Monitor student progress, including academic performance, engagement, and goal achievement, and provide early interventions for students facing academic difficulties.
- Work closely with faculty and academic support staff to identify and address academic challenges early, ensuring students have the tools to succeed.
- Help students navigate academic probation, provide recovery plans, and support their return to good academic standing.

Workshops and Group Coaching:

- Lead workshops and group coaching sessions focused on essential skills such as time management, effective study strategies, stress management, and goal-setting.
- Create and facilitate group discussions to foster peer support and a collaborative learning environment.

Collaboration and Communication:

- Work closely with other academic advisors, faculty, student support staff, Retention Unit, QEP Unit and all other necessary departments to ensure a cohesive support system for students.
- Maintain accurate and up-to-date student records and academic progress notes to track advising and coaching interventions.
- Serve as a liaison between students and campus resources, ensuring they have access to appropriate support services.

KNOWLEDGE, SKILLS & ABILITIES:

- Strong interpersonal, communication, and active listening skills, with the ability to build strong relationships with students.
- Excellent organizational and time management skills, with the ability to manage multiple students and advising/coaching sessions.
- Ability to assess student needs and create personalized academic and success plans.
- Proficiency in academic advising software and student management systems (e.g., Canvas or similar platforms).

Attributes:

- Strong student-centered approach with a focus on empowerment, accountability, and personal growth.
- Ability to motivate students to stay focused on their goals and develop habits of success.
- Empathetic, patient, and approachable, with a passion for helping students navigate challenges and achieve their potential.
- Ability to maintain confidentiality and adhere to ethical standards in advising and coaching.

WORK ENVIRONMENT:

The work environment includes 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. Occasional evening or weekend hours may be required to accommodate student schedules, especially during peak advising periods, such as course registration or midterms.

TRAVEL:

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 hr@miles.edu. Must be legally authorized to work in the United States without need for employer sponsorship, now or at any time in the future.** Due to the large volume of inquiries, applicants will only receive a response if 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 based on 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](#).

TITLE IX / STATEMENT OF NONDISCRIMINATION

As set forth in this Policy, MILES COLLEGE prohibits discrimination on the basis of sex in its programs and activities. As defined by Title IX, discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

MILES COLLEGE does not discriminate in its admissions practices, except as permitted by law, in its employment practices, or in its educational programs or activities on the basis of sex. MILES COLLEGE also prohibits retaliation against any person opposing sex discrimination or participating in any sex discrimination investigation or complaint process, whether internal or external to MILES COLLEGE. Sex-based harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination that are prohibited under Title IX and by the college's [Title IX Policy](#).