Student Success Coach/Retention Coordinator

DIVISION/DEPARTMENT: Student Success & Persistence  DATE TO BE FILLED: Immediately
SALARY: Commensurate with Experience

SUMMARY
Student Success Coaches / Retention Coordinator will focus on helping students make successful transitions in critical academic program areas through various interventions and initiatives. The position will assist with delivering programs focused on students' needs, primarily those in their first year. The support of these kinds of retention initiatives is an essential part of SSPP Strategic Plan. Essential Job Functions: Administer and support retention and success programs, activities, and initiatives focusing on the support of students and the college. As a member of a larger staff, the Success Coach supports student development in the Rust College tradition. The Student Success Coach provides customized, holistic, and proactive case-management services and assist with advising to positively influence the student's experience, as well as student retention, persistence, graduation rates, and post-graduation opportunities.

RESPONSIBILITIES
• Monitor the success and progress of each student in the cohort and provide pertinent student services and information to the retention team as needed.
• Manage caseload of students year-round, including but not limited to: creation and maintenance of individualized degree plans, detailed notes both for degree planning and coaching, tracking retention and persistence predictions for students.
• Ability to handle highly confidential material, complying with FERPA. Have the ability to exercise and apply sound judgment and decision-making skills as well as the ability to maintain integrity and confidentiality of data.
• Be highly accessible to individual students, groups of students, and student organizations as advisors and mentors on academic and personal concerns that impact academic performance.
• Provide programming, support, resources, and outreach to students in special populations
• Maintain records and provide narrative and/or written progress reports as directed, including program assessments/evaluations, budget reports, and program reports.
• Use data and predictive analytics to design timely and strategic interventions for student support.
• Partner with academic, enrollment, and student affairs departments on retention and progression.
• Assist with hiring, training, and supervision of student assistants, peer mentors, and Volunteers.
• Provides support to the wide arrange of programming within Student Success Programs and First-Year and Transition programs.
• Assist in the design and distribution of Student Success programming publication and resources.
• Teach College Orientation 111 & College Orientation 112
• Other duties and special projects as assigned.

ADDITIONAL RESPONSIBILITIES
Coaching/Advising
• Coach and advise students throughout their undergraduate experience in conjunction with their Academic Advisor, Mentors, & Faculty.
• Serve as an academic coach to help students identify their academic potential and eliminate obstacles to their goals and objectives.
• Advise students individually and/or in groups regarding general education requirements, degree requirements campus resources, academic policies and procedures
ADDITIONAL RESPONSIBILITIES Cont’d

- Develop supportive, proactive relationships that allow the coach to challenge, support and counsel the student, as the main point of contact for them as they navigate college life at the institution.
- Provide a trusting relationship where students can share their thoughts, aspirations, concerns, and interests. Provide students with the available resources to aid with their academic success
- Maintain connections with faculty and staff across campus, especially, but not limited to the Career Pathways Initiative, Admissions, Student Financial Services, Residence Life.
- Enhance relationships with students, staff and faculty to support enrollment, persistence and success. Support students by helping them achieve their goals and invest in themselves.

Administrative & Retention

- Coordinate and execute student programming related to student success for members of the cohort.
- Ability to balance priorities to accomplish assigned tasks within the required time frame and be able to shift quickly between several tasks without loss of continuity.
- Support enrollment, student development and retention services while ensuring high-quality learning.
- Assist with handle all official withdraws process for exiting students.
- Other duties as assigned.

QUALIFICATIONS

Bachelor’s degree required; Master’s degree preferred. Experience in higher education to include admissions, student affairs, advising, counseling or related areas required. Experience in student mentoring, tutoring, supplemental instruction, freshman transition issues, and working with students with academic challenges. Must possess the ability to successfully pass a criminal background check.

SPECIAL INFORMATION

The Federal Government requires that every individual hired since May 31, 1987, complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

ABOUT US

Rust College is a historically black college located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution, affiliated with the United Methodist Church. Founded in 1866, the college represents diverse, social, cultural, ethnic, racial, and national backgrounds. The campus is located 35 miles east of Memphis, TN.

RUST COLLEGE IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

The College is committed to creating and maintaining a diverse and inclusive academic community in which all members are equally and equitably respected and valued. We define diversity broadly to include, but not limited to, race, ethnicity, nationality, citizenship, religion, gender identity, sexual orientation, socioeconomic status, (dis)ability veteran status, political affiliation, or age.

TO APPLY

Persons interested in the above position should submit a resume along with a letter of interest, unofficial transcript(s), and three references to: careers@rustcollege.edu

Angela Williams, HR Manager
Rust College
150 Rust Avenue
Holly Springs, MS 38635

Closing Date: Open Until Filled
Posting Date: 8/2022