



TITLE: Academic Coach and Student Success Coordinator
DEPARTMENT: Academic Affairs
REPORTS TO: Director of Student Success
SUPERVISES: None
STATUS: Non-Exempt
CLASSIFICATION: Contract Staff
F.T.E: Full-Time

Mission Statement: *“Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service.”*

Villa Maria College Core Values: *“Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace.”*

POSITION SUMMARY

Advise incoming and freshman level and incoming transfer students on their course of study. Coordinate and supervise the tutoring program and assist when necessary with Assisted Learning Labs (ALL) and immunization record compliance. Provide individual and small group tutoring to students. Assist students in improving academic achievement by meeting with students on a regular basis to clarify learning problems and work on study skills. Work with staff and faculty on a regular basis to provide quality advisement to First-Year and transfer students.

ESSENTIAL RESPONSIBILITIES

- Advise First-Year and first semester transfer students;
- Register students using CAMS;
- Coordinate tutoring on campus, including recruitment, training and assisting the Director of Student Success in supervision of peer, professional, and embedded tutors.
- Manage online scheduling and reporting software for tutoring;
- Support the other Academic Coach and Student Success Coordinators:
 - Assist with the coordination Assisted Learning Labs (ALL) for select courses;
 - Assist with health records compliance and organization;

- Conduct some administrative tasks such as mailing invitations to Villa Roundtable Series, tracking attendance, and inputting data.
- Advise students by following a developmental approach following internal procedures. Work with students to develop student skills, habits that lead to success, and transition to program advisor;
- Keep accurate advising and tutoring notes after each appointment with a student;
- Maintain positive working relationships with program faculty;
- Assist students academically in whichever subject(s) the students are seeking improvement with special attention paid to writing instruction;
- Develop and conduct workshops, in class presentations and academic support sessions;
- Maintain communications with the Director of Student Success;
- Assist the Director of Student Success with developing and coordinating transition to second year.
- Take on additional responsibilities as assigned by the Director of Student Success;
- Support the philosophy and objectives of the College; and
- Other duties as assigned to meet the mission of the College.

ESSENTIAL QUALIFICATIONS:

- Master's Degree in English, Humanities, Psychology, Education, Student Personal Administration or closely related field preferred;
- Experience advising, mentoring, tutoring, coaching or teaching college level students (two years of experience preferred);
- Demonstrated ability in coordinating programs and working with other departments;
- Experience cultivating relationships with students, faculty, and staff;
- Microsoft Office knowledge necessary; and
- Excellent communication and leadership skills.

ESSENTIAL FUNCTIONS:

Professional business office setting. General environment requires employee to be flexible, consistently use manual dexterity in reaching, writing, navigating around the classroom setting. This work may include hours standing and walking, including up and down stairs, moving items of up to 25-pounds. Evening and weekend hours may be needed, on occasion, to perform work associated with this position. Possible keyboarding movements will be necessary to perform computer work for this position.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Villa Maria College is an equal Opportunity Employer.

To be considered, please submit your resume and complete the online job application at Jobs.villa.edu. When you have completed the on-line application process your information will be forwarded to the Search Committee for review. The Search Committee will carefully review each resume and the strongest, most qualified candidates will be contacted for an interview.

Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion or creed, color, sex, national or ethnic origin, marital status, or physical or mental disability in admissions, employment, or in any other aspect regarding the conduct of College programs and activities.