

Academic Success Coach
Georgia Southern University

Direct Link: <https://www.AcademicKeys.com/r?job=149467>

Downloaded On: Jan. 17, 2021 7:10am

Posted Nov. 11, 2020, removed Dec. 5, 2020

Job Title	Academic Success Coach
Department	Academic Success
Institution	Georgia Southern University Statesboro, Georgia
Date Posted	Nov. 11, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Counseling Services Student Services
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Job Description

Academic Success Coach

Job ID: 221713

Location: Georgia Southern - Savannah

Full/Part Time: Full-Time

Regular/Temporary: Regular

Job Summary

The Academic Success Coach serve as primary facilitator of academic coaching for students on academic intervention. This position will support students through creation, maintenance, and

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completion of an Academic Improvement Plan (AIP), orient students to intervention process and University policies, maintain positive relationship with assigned students, monitor progress, and provide additional follow up and referrals to appropriate resources as needed as well as support non-AI students who opt-in for services.

Responsibilities

- * Perform related duties as assigned to support the mission of the University
- * Respond constructively to a wide range of student concerns, not all of which may be academic
- * Maintain effective working relationship with students
- * Track students throughout semester to ensure continued use of support services and review student progress; and maintain student AIPs and progress notes in EAB
- * Collaborate with Success Coach team
- * Moderate online resource platform for students to access online modules and discussion groups for academic support
- * Participate in on-going training and development with Success Coach team
- * Maintain current calendar for walk-in hours and student appointments
- * Stay current on events and trends related to academic intervention strategies and coaching relationships with students
- * Serve on University and departmental committees
- * Represent Academic Success Center at events including orientation, open houses, and recruitment events
- * Coach and guide students in completing self-assessments
- * Assist with registration
- * Work with students to create SMART goals on AIPs
- * Establish and maintain communication with a caseload of more than 200 students on academic intervention
- * Present group orientation sessions (GSU 1000) to students new to academic intervention
- * Acclimate students to University policy on academic standing and intervention
- * Guide students through self-assessment to design and follow through on AIPs
- * Provide individual and/or group coaching sessions to assist students in making progress on AIPs
- * Link students to academic support services and other campus resources

Required Qualifications

Educational Requirements

- * Bachelor's degree in education, psychology, or related field

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Required Experience

* One or more years of experience working in educational support settings, coaching, mentoring, or related environment

Preferred Qualifications

Preferred Educational Qualifications

* Master's degree

Preferred Experience

* Experience working in academic support in higher education

Proposed Salary

\$35,000

Required Documents to Attach

Please provide three (3) professional references in the Required Documents to Attach section on your application.

Knowledge, Skills, & Abilities

ABILITIES

- * Consistently exhibit engaging customer service
- * Navigate web access and email with or without reasonable accommodation
- * Ability to work collaboratively and independently
- * Proficient with computers and computer applications, including Microsoft Office, Google and e-mail

KNOWLEDGE

* Adhere to University policies and procedures to meet Institutional goals and support University's mission for student success

SKILLS

- * Demonstrate commitment to inclusiveness by working well with diverse populations
- * Demonstrated commitment to equity, diversity and inclusion
- * Demonstrate appropriate organizational skills as required for specific position
- * Effective communication (verbal and written), organizational, project and time management, and

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human relations skills

* Demonstrated commitment to customer service centered work ethic

* Effective time management, problem solving, listening, public speaking, advising and counseling skills

Apply Before Date

December 2, 2020

About Us

Join Our Team at Georgia Southern!

Georgia Southern is a dynamic university with three vibrant campuses in Hinesville, Savannah and Statesboro serving the communities in Southeast Georgia. As a Carnegie Doctoral/R2 institution, our world-class scholars instruct about 26,000 students in associate's, bachelors, masters and doctoral level degree programs. Whether you are seeking the charm of a small town, the traditions of a historical/urban destination near the beach or supporting our military service members and their families, Georgia Southern offers its faculty and staff the best of all worlds!

Beyond an ideal location, there is a place for you to work in an exciting environment abounding with opportunities for personal and professional growth. We are steeped in tradition and devoted to academic distinction in teaching, scholarship and service. In 2018 Forbes Magazine listed Georgia Southern, along with 10 other Georgia companies or institutions, as one of America's Best Midsize Employers. Georgia Southern University is passionate about serving our region while preparing our students to be lifelong scholars, leaders, and responsible stewards of their communities and the world.

Location

Armstrong

Contact Information

For more information or questions about a job posting, please contact the Department of Human Resources by phone at (912) 478-6947 or by email at

[url=https://apptrkr.com/get_redirect.php?id=2073085&targetURL=mailto:hrservice@georgiasouthern.edu" style="text-decoration-line:none]hrservice@georgiasouthern.edu.

For technical support, please call the Shared Services Center at (877) 251-2644 or

[url=https://apptrkr.com/get_redirect.php?id=2073085&targetURL=mailto:oneusgsupport@usg.edu?subject=J" style="text-decoration-line:none]oneusgsupport@usg.edu.

Conditions of Employment



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- * Georgia Southern University is a Tobacco and Smoke-Free Community.
- * Successful completion of background investigation and legal authorization to work in the US prior to employment.
- * Must be able to perform duties and responsibilities with or without reasonable accommodation.

Offers of employment are contingent upon completion of background investigation including a criminal background check demonstrating your eligibility for employment with Georgia Southern University, as determined by Georgia Southern University in its sole discretion, confirmation of the credentials and employment history reflected in your application materials and, if applicable, a satisfactory credit check. Applicants may be subject to a pre-employment drug test.

Offers are made expressly subject to the applicable federal and state laws, to the statutes, rules and regulations of this institution and to the Bylaws and Policies of the Board of Regents (BOR) of the University System of Georgia (USG), which are available for your inspection upon request.

Equal Employment Opportunity

Georgia Southern University provides equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, sexual orientation, gender identity or expression, national origin, religion, age, veteran status, political affiliation, or disability. Individuals in need of reasonable accommodations under the Americans with Disabilities Act to participate in the search process should notify Human Resources: (912) 478-6947.

Background Check Standard and Education

Department Information 3900103010 Academic Success Center

Other Information

Believing that diversity, equity, and inclusion contribute to excellence in the workplace and to the quality of the University's academic environment, Georgia Southern University is committed to recruiting and retaining diverse faculty and staff to support, promote, and serve a diverse student body and promote Inclusive Excellence. Candidates from historically underrepresented groups, whose work furthers the institution's Inclusive Excellence goals, and who bring to campus varied life experiences, perspectives and backgrounds are especially encouraged to apply.

To apply, visit

[url=<https://apptrkr.com/2073085>]<https://careers.hprod.onehcm.usg.edu/psp/careers/CAREERS/HRMS/c/HRS>



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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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