

## Completion Coach Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=252554>

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Posted Feb. 3, 2025, set to expire Feb. 13, 2025

<b>Job Title</b>	Completion Coach
<b>Department</b>	
<b>Institution</b>	Lee College Baytown, Texas
<b>Date Posted</b>	Feb. 3, 2025
<b>Application Deadline</b>	02/13/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff Coach
<b>Academic Field(s)</b>	Student Services Counseling Services
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**Job Description**

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**Completion Coach**

**Salary:**

**Job Type:** Full-Time

**Job Number:** FY2300547

**Location:** Main Campus - Baytown, TX

**Division:** Provost/Academic & Student Affairs

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### **Position Overview**

Starting Salary Range is \$53,202 - \$61,184. The initial salary offer is commensurate with education and related work experience.

The Completion Coach plays a vital role in re-engaging and supporting current students through their academic journey at Lee College, with a primary focus on increasing student retention, persistence, and graduation rates. This position involves providing personalized coaching to students, helping them stay on track to complete their educational and transfer goals, and connecting them to resources that support academic success. The Completion Coach will assist students with navigating challenges, overcoming barriers, and achieving academic milestones, from enrollment through graduation.

### **Essential Duties & Responsibilities**

#### **Individualized Coaching**

- Provide one-on-one and small group coaching sessions for students to discuss opportunities to re-engage in academic progress, goal setting, time management, and career planning.
- Assist students in identifying and overcoming challenges that might hinder academic success and offer guidance on strategies to overcome, promoting student self-advocacy.
- Proactively connect students to campus and community resources that support retention, persistence, and overall success. Advocate for students and provide guidance in navigating institutional policies and processes.

#### **Goal Setting and Academic Planning**

- Collaborate with students to set clear, achievable academic and career goals. Help students develop and implement academic plans, ensuring they are on track to meet graduation requirements and prepare for future academic or career opportunities.
- Monitor student progress throughout the semester and intervene as necessary to address any challenges that may impact their ability to persist and graduate. Proactively reach out to at-risk students to provide additional support and resources.

#### **Workshops and Group Sessions**

- Lead workshops and facilitate group coaching sessions on topics related to academic success,

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stress management, study skills, career readiness, and other areas that help students stay engaged and motivated.

### **Student Progress Tracking and Reporting**

- Identify students close to graduation who have "stopped out" of college to encourage them to return and complete their degrees with the support of this role.
- Maintain detailed records of coaching sessions, student progress, and outcomes.
- Track key student milestones, including course completion, grades, and graduation progress, and provide regular reports to the Director of Advising & Transfer Programs.

### **Holistic Support and Intervention**

- Collaborate with faculty members, advisors, and other staff to monitor student success and provide holistic support. Host/attend meetings to discuss student concerns and collaborate on intervention strategies.
- Proactively identify and assist students who are at risk of not completing their programs in overcoming academic or personal barriers, providing support with crisis situations, and connecting with the appropriate resources, following up as necessary.

### **Student Engagement and Continuous Improvement**

- Encourage student participation in extracurricular activities, internships, or campus events that can enhance their educational experience and foster a sense of belonging.
- Participate in ongoing professional development to stay informed about best practices in student coaching, retention strategies, and higher education trends. Contribute to the development and evaluation of student success initiatives.

- When scheduled, the Completion Coach functions as a dedicated representative of Lee College at service area high schools, supporting students in achieving their college completion and transfer efforts, fostering student awareness and aspirations toward baccalaureate opportunities with university partners. Required travel to service area high schools, universities, and community events to provide hands-on support and guidance.

### **Additional Duties & Responsibilities**

All registration times are considered peak times requiring extra duties, time, and days.

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- Perform other duties as assigned.

### **Minimum Education, Experience, Knowledge, Skills & Abilities**

- Bachelor's degree
- Two (2) years of related experience
- Excellent computer skills
- Excellent oral and written communication skills
- Ability to work collaboratively with faculty, administrators, and other staff members
- Ability to work well with individuals from diverse backgrounds
- Must be available to work a flexible work schedule with mandatory evenings and weekends
- Assignment will include the Baytown campus and service area sites, including, but no limited to, in East Harris, Liberty, and Chambers Counties

*Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.*

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4813780/completion-coach>

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### **Contact Information**

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

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**Contact**

N/A

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