



**COLLEGE BOUND ST. LOUIS
COMMUNITY COLLEGE COACH
AMERICORPS POSITION DESCRIPTION**



Position Title: AmeriCorps Community College Coach

College Bound St. Louis is an award-winning college preparation and persistence program. Through an individualized, holistic, and multi-year commitment, College Bound's mission is to empower promising high school and college students from economically disadvantaged backgrounds to achieve bachelor's degrees and fulfilling careers. **Since our founding in 2006, we have succeeded in helping 99.9% of our graduating high school seniors earn admission to a four-year college and helping them graduate at 5 times the rate of their peers!** To accomplish this, College Bound counts on our AmeriCorps College Preparation and Community College Coaches who directly serve our students. To learn more, please visit: www.collegeboundstl.org

Position Summary

Community College Coaches are part of a new and innovative transition support program at the local two-year school. Their role is to work directly with first-generation, low-income students from the Saint Louis area, supporting them in a mentoring role as they pursue their Associate's degrees, and potentially their Bachelor's degrees. Community College Coaches help students navigate their enrollment and transition into St. Louis Community College. Specifically, coaches support students as they adjust to college both academically and socially; connect students with on-campus resources and events; directly intervene in the development of strong academic habits and mindsets; track students' academic and financial college profiles; and support students in healthy decision-making regarding their degree pursuits. Core to College Bound's approach with our students is building strong relationships with them; we believe no significant learning can occur without a significant relationship. Successful coaches understand the social, emotional, and intellectual dynamics of their students and communicate these insights to our program's professional staff, ensuring that every student has personalized approach that works for them. Throughout their service AmeriCorps Members will gain practical and relevant experience, and receive professional development and training from industry professionals. They will also work closely with their supervisor to prepare for the next step in their professional and educational careers.

Primary Responsibilities

- ▶ Establish and maintain meaningful relationships with a caseload of 30-40 students over the course of one academic year.
- ▶ Work in an embedded office space at the community college campus and engage students in significant, biweekly communication via face-to-face meetings, phone calls, texts and other electronic means.
- ▶ Monitor and track student progress using College Bound's database system, ensuring timeliness, accuracy, thoroughness, and appropriate consideration of privacy.
- ▶ Use results from the College Student Inventory to evaluate students in various dimensions, including academic motivation, general coping, and receptivity to support services.

- ▶ Implement Motivational Interviewing techniques in order to collaborate with students on identifying, committing to, and achieving individual goals as related to academic motivation, general coping, and receptivity to support services.
- ▶ Engage students in at-least three coaching meetings each semester to develop fundamental skills related to enrollment, academic, and personal success.
- ▶ Inform students of federal and school-specific policies and procedures, including but not limited to application, enrollment, registration, financial aid, grading, transfer and attendance. Assist with interpretation and application of such policies to individual student circumstances.
- ▶ Guide students through financial aid applications, awarding, and renewals.
- ▶ Assist students in identifying, utilizing, and engaging with on-campus resources and programs.
- ▶ Utilize student goals to inform regular coaching meetings, including, but not limited to persistence, degree progress, graduation, transfer, and career paths.
- ▶ Advocate for students with university staff, financial aid institutions, when necessary.
- ▶ Establish, maintain, and utilize partnerships with on-campus contacts.
- ▶ Coordinate study sessions and programming to meet student need.
- ▶ Submit weekly timesheets, periodic reports (i.e. monthly reports, self-evaluations, and supervisor evaluations), and other service-related documentation as required
- ▶ Additional duties and special projects as assigned

Skills and Qualifications

- ▶ Possess a Bachelor's degree
- ▶ Commitment to serve 1700 hours
- ▶ A deep commitment to serving at-risk students in the Saint Louis community
- ▶ Experience working with students, especially from diverse backgrounds
- ▶ Excellent written and verbal communication skills (including over the phone)
- ▶ Strong interpersonal, critical thinking, organizational, and computer skills
- ▶ Ability to work independently and driven to learn and grow in the higher education field
- ▶ A strong, persistent belief that young people can succeed
- ▶ Adaptable work style with a high tolerance for ambiguity and change
- ▶ Thrives in a fast-paced, highly collaborative environment

Benefits

- ▶ \$15,000 Living stipend (full-time)
- ▶ \$5,920 Education Award (full-time)
- ▶ Health insurance
- ▶ Federal student loan forbearance; additionally, AmeriCorps will pay the interest that accrues on your loans during your term of service
- ▶ Food Stamp (EBT) eligibility (if financially qualified)
- ▶ Reimbursed mileage
- ▶ Professional development opportunities and training

Duration of Term of Service

August 1, 2018- July 31, 2019

How to Apply

Potential candidates should visit College Bound's [website](#) to learn more about us and our program. If you are interested in applying, please complete [this](#) form to initiate the application process. Qualified candidates will receive an email with an invitation to apply within three business days, along with a link to our online application.

Any questions about service with College Bound or the application process should be directed to Jennifer Gray, AmeriCorps Recruitment Associate, at jgray@collegeboundstl.org or at 314.332.0995.

Applications require the following items in PDF or DOC format:

- ▶ Resume
- ▶ Cover Letter
- ▶ Copy of college transcript (unofficial is fine)

Application Deadline:

College Bound is currently accepting applications and conducting interviews for the 2018-2019 program year on a rolling basis and will conclude as soon as the team is full. Teams typically fill up by the end of May and so we encourage you to apply as soon as possible.