



Title: CB @ Ranken Student Support Coach
Reports to: Assistant Director of Embedded Services
Status: Full-time Exempt
Pay Range: \$35,000 - \$38,000

Agency History:

At College Bound we believe that one adult with a college degree can change the cycle of poverty in a family forever. We exist to disrupt a reality in which only 7-9 percent of low-income students are obtaining baccalaureate degrees. By 2026, College Bound will be a national leader for baccalaureate completion rates with manageable student debt. Will you join us?

Our History: College Bound was founded in 2006 by Lisa Zarin, the daughter of a single mom and school teacher who taught and lived in Newark, New Jersey’s riskiest neighborhoods—neighborhoods where students seldom graduated from high school, much less went onto college. But Lisa’s mother emphasized the importance of education and the message stuck. Many years later when Lisa’s own son was applying to college, she experienced the college admissions process through the eyes of her child and thought, “if this is hard for us, this has to be hard for others.” Lisa recruited her good friends Debbie Greenberg and Ericka Zoll and College Bound was born.

Our Promise to Our Students: We commit to our students every step of the way: increasing ACT scores, mastering Algebra II, coping with lifecycle events like grief, college financial literacy, first internships, first suits and first jobs. Within a decade, we have grown from an inaugural class of 36 students to over 650—plus 150 alumni and growing! Through our individualized, holistic, and multi-year approach, we empower our students with the academic and social supports needed to achieve baccalaureate degrees and embark in meaningful careers.

Our Promise to Our Employees: We commit to our employees every step of the way: a welcoming orientation and onboarding, connection and clarity, professional development monies, mentorship opportunities, the ability to give back to the community, inclusion and diversity, work-life balance, flexibility and a culture rooted in a foundation of trust, a focus on achievement, a responsibility to reflect and a spirit of gratitude. You can learn more about our mission by accessing our website at www.collegeboundstl.org.

The Role:

The Ranken Student Support Coach will work under the supervision of the Assistant Director of Embedded Services and with the students, faculty and staff of Ranken Technical College to provide support for College Bound students on the Ranken Campus. This will include one on one coaching with Ranken students, group intervention, data entry and tracking, connect students with relevant Ranken supports, logistical support, and other tasks related to the operation of College Bound at Ranken.

Your Responsibilities:

This primary work of this role is working directly with first-generation, low-income students from the Saint Louis area, supporting them in hybrid advisor-mentor-counselor roles as they pursue their program at Ranken. The purpose of coaching is to help students navigate their enrollment and transition into Ranken. You will help students adjust both academically and socially; connect students with on-campus resources and events; directly intervene in the development of strong academic habits and the Ranken work ethic; track students’ academic and financial college profiles; and support students in healthy decision-making regarding their degree pursuits. Building strong relationships with students is core to College Bound’s approach; we believe no significant learning can occur without a significant relationship.

Student Support

- ▶ Manage a caseload of up to a maximum of 40 students by establishing and maintaining meaningful relationships over the course of one academic year.
- ▶ Work in an embedded office space at Ranken campus in St. Louis and engage students in significant, biweekly communication via face-to-face meetings, calls, texts and other electronic means.
- ▶ Monitor and track student progress using College Bound's database system, ensuring timeliness, accuracy, thoroughness, and appropriate considerations of privacy.
- ▶ Use inventory results to evaluate students in various dimensions, including academic motivation, general coping, and receptivity to support services.
- ▶ Implement motivational interviewing techniques to collaborate with students on identifying, committing to, and achieving individual goals as related to the aforementioned dimensions of student success.
- ▶ Engage students in several intrusive and structured one-on-one touchpoints per semester to develop fundamental skills related to enrollment, academic, and personal success.
- ▶ Help inform students of both federal and school-specific policies and procedures and 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 and utilizing on-campus resources and programs, as well as investing in their campus communities.
- ▶ Incorporate discussion of student long term goals into the regular coaching meetings, including 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 needs.

Support Recruitment Processes

- ▶ Implement intake procedures and maintain student data for outcomes and assessment monitoring under the direction of the Assistant Director of Embedded Services
- ▶ Review program applications with Assistant Director of Embedded Services to determine eligibility
- ▶ Schedule intake interviews with students, as necessary

Other Responsibilities

- ▶ Answer phone calls and emails directed to the CB@Ranken site
- ▶ Attend and engage in supervision, team, and organizational meetings
- ▶ Participate in ongoing professional development opportunities
- ▶ Provide logistical support for student events
- ▶ Respond to the needs of Ranken faculty and staff
- ▶ Other duties as assigned

Skills and Qualifications

- ▶ A deep commitment to serving the Saint Louis community
- ▶ Experience working with young adults, especially from diverse backgrounds
- ▶ Experience with technical college environments
- ▶ Excellent written and verbal communication skills (including over the phone)
- ▶ Strong interpersonal, critical thinking, organizational, and computer skills
- ▶ Attention to detail
- ▶ Ability to work independently and drive to learn and grow in the field
- ▶ A strong, persistent belief that young people can succeed
- ▶ Bachelor's degree

Benefits and working conditions:

- ▶ Competitive benefits include a portion of paid employee health insurance, a health reimbursement account, dental, short-term disability, life insurance, 401K matching, paid parental leave for men and women and free vision insurance.
- ▶ Play a vital role in an organization that is privileged to work with hundreds of intelligent and deserving young people every day.
- ▶ Flexible working environment.

How to Apply:

Interested candidates please send a cover letter, resume, applicable certifications and licenses, salary requirements, three references and an electronic copy of diplomas/transcripts to: jobs@collegeboundstl.org the subject Line: CB@Ranken Student Support Coach. Some candidates may even be required to do a pre-screening assessment and will be alerted by the hiring manager if this is the case.

Applications will be accepted through **April 9, 2021**. Projected start date for this position is **May 10, 2021**.

College Bound provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics, gender identity, gender expression, or sexual orientation (real or perceived). In addition to federal law requirements, College Bound complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

College Bound believes in the power of diversity as a starting point in the pursuit of racial, gender, social, and economic justice. We strive to create a culture where every individual is valued. We demand accountability and action from all individuals to serve with an open mind and from a place of compassion, love and humility. As an organization and as a community, College Bound commits to active listening and collaboration between students, families, alumni and staff to grow in understanding of how diversity and equity shape our work.

