

COLLEGE BOUND ST. LOUIS STAFF POSITION DESCRIPTION

Position title:

On Campus Interventionist at STLCC

Reports to:

CB@STLCC Program Manager

Status:

Full-time, exempt

Salary range:

\$38,000 - \$43,000

Site Summary:

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% 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. **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 graduate at five times the rate of their peers!** To learn more, visit: www.collegeboundstl.org

Position Summary

The STLCC Interventionist is responsible for working with all incoming community college students to the CB@STLCC program, supporting them as they navigate the college environment and work to achieve academic success. The focus of the position is assessing students' collegiate needs, developing evidence-based curriculum in response, and delivering it to small groups of 3 to 5 students. The expected outcome of this process is students gaining new skills and competencies in the areas of career interest and motivation, self-awareness, academic skills, growth mindset, and future orientation. Additionally, this role will support the STLCC Program Manager in designing developmental experiences for students at various stages of the program. Tasks are approximately half direct student support and half programming and curriculum development. Anyone interested in this role should be passionate and knowledgeable about student engagement, educational equity, academic development, community colleges, career development, and pathway exploration.

Primary Responsibilities

Cohort Coaching and Program Development

- ▶ Develop and implement a cohort coaching model for all incoming students to the CB@STLCC program includes but not limited to class curriculum that corresponds to and supports the milestone sequence, academic and skill building interventions for a successful college career, and application and use of assessments to evaluate students and support their work with their individual coach.
- ▶ Assign all incoming students to cohorts of 4-5 students each and maintain a cohort meeting frequency of every 2 to 4 weeks.
- ▶ Write targeted interventions and create a curriculum for the 2022-2023 (and subsequent) academic year(s) to meet the needs of our STLCC students and then engage them in that curriculum in their cohort meetings.
- ▶ Increase College Bound's institutional knowledge related to first year student interventions, early pathway exploration and clarity, and student outcomes.
- ▶ Observe and evaluate students displaying academic or behavioral difficulties and assess their strengths and challenges; work with coaches to help them set goals in these areas.
- ▶ Document and maintain a resource database for academic interventions, cohort programming, and lecture materials and activities.
- ▶ Regularly communicate the progress of students with students' coaches and Program Manager.
- ▶ Provide regular written student progress monitoring to STLCC coaches with data and recommendations of remedial programs and referral to campus Access Office for learning related issues if necessary.
- ▶ Maintain confidential student records and keep accurate documentation of intervention plans, cohort sessions, individual meetings, and assessments.
- ▶ Coordinate and facilitate communication between students and professionals and staff on campus to holistically support students.
- ▶ Pursue professional development opportunities to remain current with industry trends and grow skills and knowledge.

Day to Day Operations

- ▶ Staff the on-campus office at the Forest Park location during all open office hours.
- ▶ Work to create an organized, inviting, and useful community space for students at STLCC Forest Park.
- ▶ Learn about first year student programming initiatives and events on campus and keep the program abreast of such updates.
- ▶ Assist the Program Manager in planning, organizing, and executing both academic programming and monthly student engagement events each term.
- ▶ Identify ways to increase student engagement across all stages of programming, in individual meetings, and in events and program recruitment to help build a sense of community.
- ▶ Accomplish other duties and tasks as assigned.

Data and Reporting

- ▶ Utilize our Salesforce-based data system to manage students.
- ▶ Identify trends in student engagement, retention, and program impact.
- ▶ Assist Program Manager in evaluating summary reports from student assessments and incorporating findings into longitudinal planning and alignment of student support services.

Skills and Qualifications

- ▶ Bachelor's degree required
- ▶ Teaching or tutoring experience
- ▶ A deep commitment to serving the St. Louis Community and a strong, persistent belief that young people can succeed
- ▶ Experience working with young adults ages 18-22 especially from diverse backgrounds
- ▶ Ability to develop curriculum based on student needs
- ▶ Understand the process of curriculum development
- ▶ Experience delivering student interventions
- ▶ Familiarity with the college student experience required; knowledge of the Community College system preferred
- ▶ Highly organized and detail oriented, exceptional writing and editing skills
- ▶ Experience with data administration and documenting communications and processes
- ▶ Effective verbal and written communicator and facilitator, able to use inclusive language to translate messages effectively for diverse audiences
- ▶ Ability to work independently and driven to learn and grow in the higher education field
- ▶ Adaptable, possesses a high tolerance for ambiguity, and thrives in a fast-paced, highly collaborative environment

Benefits

- ▶ 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.

To Apply:

Interested candidates must send a cover letter, salary requirements, and resume to:

jobs@collegeboundstl.org

Subject Line: **On Campus Interventionist at STLCC**

Applications will be accepted through **May 6, 2022**

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.