

COLLEGE BOUND ST. LOUIS STAFF POSITION DESCRIPTION

Position Title:

College Success Coach

Reports to:

Assistant Director of College Completion

Who We Are:

College Bound St. Louis is an award-winning college preparation and persistence program serving students in the St. Louis area. Through an individualized, holistic, and multi-year commitment, College Bound empowers students from disadvantaged backgrounds to complete higher education and enter successful 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 graduate at five times the rate of their peers!** To learn more, visit: www.collegeboundstl.org

Position Summary

The College Success Coach must believe authentically in College Bound's mission and exemplify College Bound's core values and commitment to the diversity and inclusion statement. College Success Coaches will work directly with college students, supporting them in hybrid advisor-mentor-counselor roles as they pursue their bachelor's degree. Completion Coaches must form strong relationships with students to support them from near and afar as some students will attend school outside of St. Louis and Missouri. Coaches will help connect students with on-campus resources, track students' academic and financial college profiles, and support students in advocating for themselves in their degree pursuits. The position demonstrates flexibility and the ability to adapt to various work situations as the need arises. The College Success Coach pays attention to details, analyzes problems and manages both long range planning and short-term goals.

NOTE: ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED TO OUR JOBS EMAIL! COVER LETTER WITH SALARY REQUIREMENTS, RESUME, THREE REFERENCES, AND COLLEGE TRANSCRIPTS/LICENSURES/DIPLOMAS. THANK YOU!

Primary Responsibilities

- Provide comprehensive case management by maintaining regular contact with assigned caseload (approximately 90 students) by scheduling frequent coaching sessions to deliver personalized, motivating and actionable guidance
- Provide proactive individualized success coaching to students based on identified risk factors including academic, financial and socio-emotional, assisting them in developing individual plans for success
- Travel to college campuses up to 6 hours away for one day or overnight trips
- Advise students on their school-specific- on campus resources, programs, and policies
- Seek out and create relationship-building experiences (including on-campus visits to local schools) to help students navigate the transition from high school to college
- Support students through financial aid applications and renewals
- Assist collegians in academic and personal growth: coaching them on self-advocacy, communication, organization, and time management skills
- Assist students in searching for and applying to scholarships to reduce loan debt
- Consistently collect, record, analyze and interpret student information on student progress including milestones and deliverables to guide coaching conversations
- Provide extended support and create personalized action plans for students in "red flag" situations including family crises, drop-outs, stop-outs, deferrals, & loan defaults.
- Collaborate closely with our Wellness Team toward shared mental health outcomes
- Collaborate with team of managers and Director of College Success on longitudinal planning and alignment of student support services
- Additional duties and special projects as assigned

Skills and Qualifications

- Bachelor's degree required
- A minimum of two years' experience working with youth, especially college students
- Prefer a minimum of two years of experience in a nonprofit setting. Experience in the college access field and/or AmeriCorps a plus
- Effective communicator, able to use inclusive and empowering language to translate messages effectively for diverse audiences
- Adaptable, thriving in a fast-paced, highly collaborative environment with a high tolerance for ambiguity
- Computer proficient; experience using a database to manage student information a plus

Benefits

- Competitive benefits include a portion of paid employee health insurance, HRA, dental, short-term disability, life insurance, 401(k) match, and free vision insurance
- Flexible working environment
- Play a vital role in a growing organization privileged to work with hundreds of intelligent and deserving young people every day
- Employees should have a valid driver's license, reliable transportation, and be able to pass a motor vehicle background check. Additionally, employees should be available to work weekends, overnights and be available via phone for questions from colleagues and students.

To Apply:

Please send a cover letter, resume, salary requirements, and contact information for three references to: jobs@collegeboundstl.org

Subject Line: College Success Coach

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.

Job Type: Full-time

Salary range: \$36,000 - \$40,000 per year