



# WESTMONT

## **Student Success Coach (Part-time, 15 hours/week; 11 months)**

---

### **Center for Student Success**

#### **Position Summary:**

The Student Success Coaches will work one-on-one with new, incoming students to assist them in their transition to Westmont and to encourage their growth and development throughout their college experience. Coaches will empower students to identify and achieve their educational, personal, and professional goals through guided coaching sessions and by connecting them with resources within and beyond the Center for Student Success. They will identify students who may be at risk of failing and/or withdrawing and will proactively work with them and manage the coordination of the support offered them.

#### **Qualifications:**

Requirements for this position include: a minimum of a BA/BS along with exceptionally strong organizational skills; demonstrated abilities working effectively within a fast-paced, collaborative work environment; personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to behavioral expectations; demonstrated attention to detail and follow through on commitments/responsibilities; strong verbal, written, relational and communication skills; experience working with a diverse population and a commitment to equal access; experience working with college-age young adults is preferred, but not required.

#### **Responsibilities:**

- Empower all students to prayerfully and continually discern their calling, formulating their educational, personal, and professional goals and forming strategies for achieving them.
- Encourage students to realistically assess their own strengths and weaknesses, developing habits of self-reflection and embodying a growth mindset.
- Contribute to a campus culture and ethos that normalizes the seeking of support and help while striving to develop a students' sense of their own self efficacy and responsibility.
- Conduct 25-minute pre-registration meetings with incoming students to prepare them for their first semester registration process in summer.
- Manage a case load of 90-100 new students
- Review the incoming student's profile and pre-registration survey and determine what resources might be beneficial for them (ODS, tutoring, Writer's Corner, Career Development and Calling, etc.).
- Meet with each of your assigned students for a 20-minute student success meeting at least once in the first 4 weeks of each semester of their first year.
- Mentor and encourage students who are at risk of not thriving at Westmont, particularly students who have leading indicators that show they might be at greater risk of withdrawing or going on academic probation.
- Follow-up with students who receive Early Alerts and help them strategize how to get back on track in their classes.
- Work with their students who are on academic probation or have received a probation warning on a plan for future academic success

- Serve on the Academic Resource Team and manage CARES cases assigned to you; collaborate with other offices to manage the coordination of support offered a struggling student.
- Serve as an information center for students, directing students to other relevant offices as necessary.
- To conduct the exit interview when one of their assigned students decides to withdraw from Westmont.
- To continue supporting students into the second year or beyond, if they would benefit from the extra support.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.
- Other duties as assigned.

**Application Procedure:**

Apply at: [http://www.westmont.edu/offices/human\\_resources/#Online-Employment-Application.html](http://www.westmont.edu/offices/human_resources/#Online-Employment-Application.html).

Completed applications including cover letter and resume will be accepted until the position is filled. Contact Eileen McMahon McQuade at 805-565-6117 for further information or with questions.

**Work Schedule:** This is a part-time 11-month position, 12-15 hours/week.

**Position open:** August 2022

**Reports to:** Associate Dean of the Faculty