



---

# SHORTER COLLEGE JOB POSTING

---

**Company:** Shorter College

**Job Title:** Student Success Coach

**Department:** Student Affairs

**Status:** Exempt

**Start Date:** Upon completion of Drug Test and Background Checks

**Location:** North Little Rock, AR

**Salary Expectations:** Commensurate with education and experience

**Work Schedule:** 40 hours a week

## **SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES:**

A Student Success Coach is responsible for keeping up with the activities of each student within a given case load through regular meetings, while maintaining a detailed case file for each student. These activities include but are not be limited to:

- Checking class attendance and monitoring compliance with policies and assignments.
- Coaches will meet with each student on a regular basis and call, email, etc., the student if he/she misses class, Chapel or an appointment, in an attempt to intervene as soon as possible.
- Coaches will monitor the grades of each student and recommend for tutoring those who are falling behind in their studies.
- Coaches will assess each student's life situation and identify any barriers to success, while providing support to each student by identifying programs, agencies and/or services available to assist students in addressing these barriers and connecting students with the appropriate programs, agencies and/or services.
- Coaches will continuously monitor the progress of students through these programs, agencies and/or services and make recommendations as to the effectiveness of these programs, agencies and/or services.
- Coaches will recommend whether or not to continue with certain of these programs, agencies and/or services.

**QUALIFICATIONS:** Experience working with students in an advisory role. Knowledge of the college experience and able to help student navigate college life. Strong problem-solving skills to develop action plans to address student issues. Able to counsel and advise in a compassionate and empathetic way.

**EDUCATION and/or EXPERIENCE:** Bachelor's Degree and case management or counseling experience is required. Must have the ability to relate to a wide range of student personalities from a various backgrounds.

**LANGUAGE SKILLS:** Ability to read and comprehend instructions; write correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to other employees and students. Must have excellent communication skills.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Not Applicable

**PHYSICAL DEMANDS:** Not Applicable

**WORK ENVIRONMENT:** Works in an office setting on a college campus.

**REQUIRED TESTING:** Alcohol and Drug Test; Background Check

**HOW TO APPLY:** Applicants may submit a resume and cover letter to [humanresources@shortercollege.edu](mailto:humanresources@shortercollege.edu)  
or Mail to: 604 Locust Street, North Little Rock AR, 72214