



UNIVERSITY OF MINNESOTA ROCHESTER

Student Success Coach

Student Success Coaches advise a consistent cohort of students in the Bachelor of Science in Health Science (BSHS) program throughout their collegiate careers from matriculation to graduation. The Student Success Coach position extends beyond the traditional academic advising philosophy and is designed for a new institutional and curricular model. As part of the Student Success, Engagement, and Equity team, coaches are integrally involved with many facets of a student's academic, personal, and future professional success by providing academic, pre-health career, and life coaching. In addition to advising and student advocacy, student success coaches participate in teaching, management of coach resources, and professional development and campus engagement.

Duties and Responsibilities

Advising & Student Advocacy—65%

Support assigned students with academic, career, pre-health, and personal development coaching.

- Academic Advising:
 - Proactively mentor students through the process of formulating a personalized education plan, utilizing a variety of academic advising strategies including one on-one, group advising
 - Work closely with faculty to support student success in and out of the classroom
 - Develop written and electronic informational materials used to advise students
 - Coach students (including academically at-risk students) on goal setting, academic success skills, and utilizing appropriate academic resources
 - Assist students through the capstone proposal process, from initial concept to formal proposal to completion and reflection on experience
 - Assist students in navigating university policies, procedures, and resources
 - Monitor student progress towards graduation; extract, analyze, and report on student progress utilizing available databases and resources (e.g. APAS, PeopleSoft, Grad Planner, APLUS, Canvas)
- Career & Pre-Health Advising:
 - Mentor students on the career exploration process throughout their four years by helping them discover and reflect on their personal skills, values, and interests
 - Support and empower students in their career decision making process
 - Encourage students to make connections between the interdisciplinary curriculum and a broad range of health science career paths
 - Advise on appropriate academic and experiential preparatory activities based on student's intended career or educational pathway in Health Sciences (e.g. certificate, professional or graduate school, career)

- o Help students develop a professional identity, including resume and cover letter writing, interviewing skills, job search strategies, etc.
- o Help students navigate the application process for graduate and professional school, including personal statement writing, test preparation, and timeline planning
- Personal Development
 - o Support students in navigating the transition to college; homesickness, self advocacy, overcoming personal and/or academic challenges.
 - o Encourage students to connect to and make meaning of community engagement, leadership opportunities, student organizations, and professional experiences.
 - o Assist students in developing a deeper sense of self-awareness regarding values, identity, strengths, and passions
 - o Encourage and support students with identity development, cultural awareness, and cultural humility
 - o Challenge and support students in their personal growth and development throughout their time at UMR
 - o Refer students to other campus resources such as disability services, counseling services, housing, Care Team, health and wellness resources, etc.

Teaching and Management of Coaching Resources—30%

In addition to teaching, student success coaches will undertake additional projects that will contribute significantly to the Advising Team. Projects will be assigned and selected based on personal interests and skills as well as institutional needs.

- Teach select section(s) of CLI Career Development courses; courses are centered around topics of personal development, identity development, career exploration, career decision making, development of career skills, application preparation, etc.
- Organize and manage course materials and assignments utilizing Canvas Learning Management System.
- Collaborate with teaching team(s) to create and continuously improve curriculum
- Manage coach duties and priorities within the advising team to provide clear direction and purpose for existing and new initiatives

Professional Development and Campus Engagement—5%

Engage in professional development, campus-wide initiatives, and program assessment related to student learning, student success, academic advising, and the student affairs profession.

- Actively participate in Student Success Engagement and Equity unit meetings and initiatives.



- Serve on cross-functional teams for select student development initiatives and programs such as student activities, orientation, commencement, welcome activities, and other special events
- Continue professional development and scholarly activity in the field of academic advising to maintain knowledge of trends and best practices (e.g., membership in professional associations, attendance at conferences and seminars, write and publish articles, serve on teams and collaborate with other professional groups, etc.)
- Serve on university-wide committees or groups as needed

Days and Schedule

- Most work days are Monday - Friday with some evenings and weekends for recruitment and student programming. This is an in person position.

Required Qualifications

- Master's degree
- One year of relevant experience post degree completion, preferably in college-level advising, student advocacy, mentoring, or coaching

Preferred Qualifications

- Master's degree in student personnel and counseling, higher education administration, educational leadership, counseling or related area
- Three or more years of relevant higher education advising experience
- One of more years of secondary or college-level teaching experience
- Experience with personal or career development curriculum or programming
- Experience advising students interested in health care professions and/or work experience in the healthcare industry
- Knowledge of mental and emotional health needs of college students
- Experience tracking and interpreting data relevant to their work and using that information for work and process improvement
- Familiarity with student records databases and electronic resources (e.g. APAS, PeopleSoft, Grad Planner, APLUS, Canvas Learning Management System).
- A commitment to knowledge creation and research in higher education
- The desire and ability to work in a collaborative, team environment
- The ability to bring joy and purpose to their work with students
- A demonstrated commitment to diversity and equity and advanced intercultural competencies
- An innovative mindset and the ability to operate in a sometimes-ambiguous environment
- The ability to learn and disseminate detailed information using a high level of interpersonal skills
- Excellent oral and written communication skills



- Self-motivation, excellent time management, and organization skills
- Experience in utilizing a diverse range of technologies and ability to learn various technology resources
- Capacity to work some evenings and weekends

Job Code	Job Class	Class Title
9703PS	Professional and Administrative	Student Services Professional 3
Focus Area	Student Success, Engagement, and Equity (SSEE)	
UMR Internal (Working) Title:	Student Success Coach	

