

CAMPBELL

UNIVERSITY

- Position:** SUCCESS COACH
- Time Commitment:** 50-60/hrs. per semester
- Department:** Student Success
- Reports to:** Assistant Director, Student Success
- Remuneration:** This position is a paid leadership position.
- Location:** Main Campus
- Job Summary:** Campbell University hires Success Coaches to mentor undergraduate students by helping them learn basic student success skills, such as: effective note-taking, time management, reading comprehension, test preparation, and study strategies.

PRIMARY RESPONSIBILITIES

- I. Administrative
 - a. Mentor 2-6 students through schedule appointments
 - b. Communicate with students promptly and respectfully
 - c. Complete the appropriate paperwork at the conclusion of each session
 - d. Maintain confidentiality regarding students' academic records and personal details
 - e. Provide students with appropriate referrals to relevant campus resources
- II. Developmental
 - a. Provide presentations and workshops focused on learning strategies and application of academic skills
 - b. Provide "Coaching in the Classroom," offering academic coaching in the 100-level courses aimed towards first-year students

QUALIFICATIONS & SELECTION CRITERIA

1. Maintain a minimum 3.0 cumulative GPA
2. Be in good standing with the University
3. Possess effective academic skills to share with peers

APPLICATION PROCESS

Application

Please complete the online application form by February 15, 2018 at 11:59 pm.

Interviews

After submitting an online application, candidates will be contacted to confirm an individual interview time. Individual interviews will take place February 22 & 23. Candidates will receive individual interview assignments by February 16.

Notification

Applicants will be notified of their selection status by March 1.

Training

Training for the Success Coach position is mandatory. Success Coaches are expected to participate in the following training sessions; alternate accommodations may be arranged for time conflicts with academic classes only.

- Attend the half-day Success Coach training retreat at the beginning of each semester in which applying
- Participate in monthly meetings with the Office of Student Success