



Job Title	Assistant Director, Student Coaching	Job Code	AD0319
Pay Plan	A&P	Pay Grade	17
Union	Non-Union	FLSA Status	Exempt
Job Family	Advising	Union Code	0
		Subfamily	Student Coaching

Job Family & Subfamily Summary

Coaching Professionals provide coaching, holistic support, and related student services.

Student Coaching Professionals utilize coaching methodologies and case management strategies to provide comprehensive and personalized support that promotes students’ self-advocacy, progress, and successful completion of educational goals.

Job Summary

Responsible for components of an office with multiple coaches, programs, and/or services. Typically includes supervision and evaluation of direct reports. May include a coaching caseload and is the subject matter expert in one or more programming areas. This position typically reports to the Associate Director, Student Coaching or Director, Student Coaching.

Representative Duties

1. Management and Administrative

- Assists Director or Associate Director in day to day operations of a coaching office which may include budget administration and human resource activities
- Assists Director or Associate Director or autonomous in leading, supervising, training and developing coaching staff
- Serves as subject matter expert in coaching and provides guidance to coaching staff on complex situations as needed
- Serves as a content area specialist and liaison to other university departments and external constituents
- Recommends and develops policies and practices relating to assigned areas of responsibility
- Engages in special projects to increase and enhance services to students, faculty, and staff
- Represents the office, unit or college on university-wide committees and other committees where appropriate

2. Strategic Planning

- Works with colleagues in developing programs and procedures to secure mandated outcomes
- Assists Director or Associate Director to establish the vision of the office, unit or college and assists in developing, coordinating, and assessing coaching goals and strategies
- Serves as part of the leadership team that develops office work plans and assesses workload

3. Assessment and Goal Setting

- Supports the development and implementation of assessment measures and collects and analyzes student data to measure outcomes

4. Student Coaching

- May have a coaching caseload and performs most duties of Student Coach I - IV Levels

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Master's	
Certification(s)		
Licensure(s)		
Work Experience		
4+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.