



Job Title	Associate Director, Student Coaching	Job Code	AD0321
Pay Plan	A&P	Pay Grade	18
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 assisting the Director in the oversight of an office with multiple coaches, programs, and/or services. Includes supervision and evaluation of direct reports. This position typically reports to Director, Student Coaching.

Representative Duties

1. Management and Administration

- Assists Director in day to day operations of a coaching office which may include budget administration and human resource activities
- Assists Director or autonomous in leading, supervising, training and developing the 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 on university-wide committees and other committees where appropriate

2. Strategic Planning

- Assists in developing programs and procedures to secure mandated outcomes
- Assists Director to establish the vision of the office and assists in developing, coordinating, and assessing coaching goals and strategies
- Serves on the leadership team that develops office work plans and assesses workload

3. Assessment

- 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 some or all duties of Student Coach, I-IV levels.

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Master's	
Certification(s)		
Licensure(s)		
Work Experience		
6+ years of relevant work experience 2+ years of leadership 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.