



Job Title	Director, Student Coaching	Job Code	AD0322
Pay Plan	A&P	Pay Grade	19
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 all activities of an office, unit, or college with multiple coaches, programs, and/or services. Includes budget oversight, supervision of direct reports, strategic planning, and assessment.

Representative Duties

1. Management and Administration

- Responsible for the day to day operations of an office, unit or college including budget administration and human resource activities
- Supervises all coaching staff
- Plans, coordinates, and oversees all student coaching activities
- Develops communication plans, monitors implementation of coaching methodologies and designs training curriculums
- Creates and manages training, professional development, quality assurance, and performance of coaches
- Sets expectations of coaching and creates a positive and successful coaching structure
- Designs, administers, coordinates, and assesses programs
- Recommends and enforces the standards and policies of coaching program(s)

2. Programming

- Creates, deploys, and updates communication plans and programming used throughout the student journey
- Designs ongoing staff development programs for coaches, to include creating professional development opportunities

3. Strategic Planning

- Creates and enacts a vision for growth and development of the office, unit or college
- Develops and implements coaching goals and strategies that align with the strategic goals and mission of the office, unit, or college and university
- Creates, launches, and monitors coaching programs based on current data and best practices
- Engages in special projects to increase and enhance relevant services to students, faculty, and staff
- Represents the office, unit or college on university-wide committees and other committees where appropriate

4. Analysis and Reporting

- Develops and implements formative and summative assessment measures and collects and analyzes student data to produce various reports
- Partners with academic programs on activities related to coaching and student support

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Master's	Doctoral
Certification(s)		
Licensure(s)		
Work Experience		
8+ years of relevant work experience 3+ years of leadership experience OR 6+ years of relevant work experience with a Doctoral Degree 2+ years of leadership experience with a Doctoral Degree		
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.