



Job Title	Student Coach I, II, III, IV	Job Code	AD0311, AD0313, AD0315, AD0317
Pay Plan	A&P	Pay Grade	14, 15, 16
Union	Non-Union	Union Code	0
Job Family	Advising	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

Collaborates with academic program partners to provide ongoing student coaching and holistic support for student success.

Representative Duties

1. Student Coaching

- Provides personal and transition support to students, including but not limited to new undergraduate students, transfer students, and graduate students
- Provides ongoing coaching and support to encourage students toward success, degree completion, and graduation
- Performs routine/scheduled coaching meetings
- Conducts regular outreach to students
- Assist students in academic support and major/career exploration
- Serves as a resource for students to understand university policies and procedures
- Tracks students’ progression through challenges/barriers that could impede retention and graduation initiatives
- Works collaboratively with academic colleges/departments and other resource areas and units to ensure timely referrals to support student success
- Targets outreach programming for various student populations and identifies additional support for these populations
- Work closely with campus stakeholders, especially academic advising colleges/departments

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
See Level Addendum below		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

Level Addendum

Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.

Student Coach Level I – AD0311 (Exempt) Pay Grade 14

- Bachelor's degree and 0+ years of relevant experience
- Provides basic coaching services to prospective and current students

Student Coach Level II – AD0313 (Exempt) Pay Grade 15

- Bachelor's degree and 2+ years of relevant experience, or a Master's degree
- Demonstrates knowledge, skills, and abilities to function autonomously as a student coach for relevant programs and/or student populations
- Demonstrates ability to use enhanced coaching techniques and methodologies to successfully advance the students on their educational journeys

Student Coach Level III – AD0315 (Exempt) Pay Grade 16

- Bachelor's degree and 3+ years of relevant experience, or a Master's degree and 1+ years
- Demonstrates enhanced knowledge, skills, and abilities to function autonomously as a student coach for relevant programs and/or student populations
- Assists with specialty assignments, such as retention and/or graduation initiatives
- Serves as a point of contact or lead for one or more projects/initiatives, providing assessment/evaluation data
- May train or mentor student assistants, peer coaches, and/or Student Coaches Level I and II
- Provides and analyzes assessment/evaluation data and develops reports as needed
- Demonstrates an advanced understanding and utilization of coaching methodologies
- Enhanced use of coaching technology systems

Student Coach Level IV – AD0317 (Exempt) Pay Grade 16

- Bachelor's degree and 4+ years of relevant experience, or a Master's degree and 2+ years
- Demonstrates an advanced understanding and utilization of coaching methodologies, and can function autonomously as a student coach for relevant programs and/or student populations
- Increased scope of responsibility within the university and/or coaching office/unit which may include complex programs, faculty support, curriculum management, technology systems, or other duties
- May function in a lead capacity with limited or no formal supervision duties
- May train or mentor student assistants, peer coaches, and/or Student Coaches Level I-III
- Analyzes assessment and evaluation data and gauges the impact of programming and efforts
- Assists in developing and implementing coaching goals and strategies within the unit and/or the university level

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.