



<b>Job Title</b>	Manager, Student Coaching	<b>Job Code</b>	AD0320
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	17
<b>Union</b>	Non-Union	<b>Union Code</b>	0
<b>Job Family</b>	Advising	<b>Subfamily</b>	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 the day-to-day operations of a coaching team and/or coaching program within an office, unit or college. Includes supervision and evaluation of student coaching professionals or solely responsible for coaching within a team or program. Provides student coaching and student support services. Participates in retention, progression, and student success initiatives. Supervises, trains, evaluates performance, and assists with professional development for assigned staff and students.

**Representative Duties**

- 1. Management and Administrative**
  - Responsible for day to day operations of a coaching team or program within an office, unit or college
  - Plans, coordinates, and supervises the student coaching professionals or solely responsible for coaching within a team or program
  - Plans and coordinates administrative activities of the coaching team or program
  - Designs, administers, coordinates, and assesses programs
  - Under the direction of an Assistant Director, Associate Director, or Director, Student Coaching, assists with training, professional development, quality assurance, and performance of the coaching team/staff
  - Recommends and enforces the standards and policies of the office, unit and university
  - Serves as subject matter expert on 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 coaching team or program
  - May represent the office, unit or college on committees where appropriate
- 2. Programming**
  - Reviews and recommends updates to coaching methodologies to conform to university or office policies
  - Reviews and recommends coach programming to enhance the educational and co-curricular experience of students
  - Identifies and disseminates information regarding coaching philosophies, careers, and academic pathways
- 3. Strategic Planning**
  - Develops and implements coaching goals and strategies that align with the strategic goals and mission of the office, unit or college and university
  - Engages in special projects to increase and enhance services to students, faculty, and staff

<b>4. Assessment</b>
<ul style="list-style-type: none"> <li>• Supports the development and implementation of assessment measures and collects and analyzes student data to measure outcomes</li> <li>• Works with colleagues responsible for developing programs and procedures to secure mandated outcomes</li> </ul>
<b>5. Student Coaching</b>
<ul style="list-style-type: none"> <li>• Will have a coaching caseload and performs most duties of Student Coach I-IV levels</li> </ul>

<b>Education, Experience, Skill Requirements</b>		
	<b>Required</b>	<b>Preferred</b>
<b>Education Level</b>	Bachelor's	Master's
<b>Certification(s)</b>		
<b>Licensure(s)</b>		
<b>Work Experience</b>		
5+ years of relevant work experience OR 3+ years of relevant work experience with a Master's Degree		
<b>Additional Requirements</b>		

<b>Physical/Environmental Demands</b>
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.