Hiring Department: Tutoring Center, Student Academic Services
Position Title: Success Coach
Number of Positions Being Hired: 2 coaching positions available
Position Time: Part-time (10-19.5 hours per week) | January 2019 - May 2019 (with option to be rehired for 2019-2020 academic year)
Compensation: $14.00/hour
Application due: Priority deadline for applications to be considered is Friday, December 7 at noon

Overview of Position
The Success Coach program is housed within Loyola University Chicago’s Tutoring Center within the Division of Student Academic Services. Success Coaches can work from 10 to 19.5 hours per week (Applicants can indicate preference for number of hours). Coaches will be expected to hold regular, weekly hours in the Center. The Tutoring Center focuses on providing graduate students cross-functional and developmental training on all of its services and programs (Coaching, Supplemental Instruction, Peer Tutoring, early intervention and outreach, etc.) The position’s primary responsibility is to serve as a Success Coach meeting one-on-one with undergraduate students to assist in their holistic student success, executive functioning skills, academic engagement, wellbeing, and connection to campus. Secondary responsibilities include assisting with serving as a liaison to a specific student population and/or department, outreach initiatives, conducting presentations, and providing formative feedback to Supplemental Instruction (SI) Leaders and Peer Tutors during their sessions. The ideal candidate has prior experience working with diverse populations of students and a commitment to social justice. They would have strong interpersonal skills, a student-centered mindset, and demonstrate attention to detail.

Minimum requirements for the position include a Bachelor’s degree, full- or part-time graduate student status at Loyola University Chicago, and a commitment to supporting undergraduate student success.

Responsibilities
One-on-one or Group Student Coaching
- Success Coaches will meet one-on-one with students to provide wrap-around support on executive functioning skills, holistic student success, academic engagement, wellbeing, and connection to campus
- Make appropriate referrals to campus resources
- Make follow-up appointments, referrals, and check-ins as necessary
- Create detailed notes of student appointments and follow-up with appropriate personnel as needed

Outreach and collaboration
- Success Coaches will be assigned to connect and collaborate with campus partners serving unique populations of students for targeted support and outreach. Examples of campus partners include the Rambler Success Program (through First and Second Year Advising), Achieving College Excellence (ACE), Student Accessibility Center (SAC) and Athletics.
- Success Coaches conduct outreach to students to let them know of services and resources provided
- Success Coaches might be asked to assist with various events, including but not limited to: Welcome Week, Majors and Minors Information Fair, student success presentations, and other academic programs and student success efforts with the Learning and Student Success unit of SAS.

Evening Supplemental Instruction (SI) Supervision and Observations
- Approximately one-evening every other week supervise SI leaders/ peer tutors as they facilitate active learning sessions for undergraduate students
- Observe SI sessions providing formative feedback and professional development to the SI leaders
- Review session plans and provide feedback to SI Leader
Projects
- Success Coaches may be assigned individual projects related to student success, research on study skills, and other academic support and student success initiatives.
- Depending on the coach’s skills and areas of interest, coaches could have the opportunity to design and implement a year-long project that focuses on student success and academic support.

Assessment
- Assist in the administration of surveys and assessment of the Success Coaching program
- Assist in the collection of data to contribute to campus retention initiatives and student learning

Benefits of the Position
This unique professional development opportunity has many potential benefits, which include, but are not limited to:
- Supporting students in a one-on-one setting
- Supervise and provide formative feedback to student leaders
- Being part of a learning community of coaches focused on best practices in coaching, supporting, and mentoring students
- Bringing a richer understanding of different populations of students, and an awareness of how students persist at the university-level

Qualification:
Graduate students in either a Master’s or Doctorate program who are interested in supporting students in a one-on-one or group are encouraged to apply. The minimum requirements for the position are:
- Master’s or doctoral study at Loyola University Chicago
- Earned Bachelor’s degree or higher from an accredited institution (conferred by mid-December 2018)
- Approval from the applicant’s supervisor (if applicable)

Important Commitments
In order to accept the position, Coaches must be able to...
- Commit to serving as a Coach throughout the spring 2019 semester
- Attend all Success Coach professional development meetings throughout the academic year (1.5 hours each, days and times based on Coach schedules)
- Hold weekly, regular hours in the Tutoring Center during the spring 2019 semester

Application Timeline and Important Information:
Interested applicants should submit their information, coaching time availability, cover letter, and resume to the following form by Friday, December 7 at noon for priority consideration.

In your cover letter please answer the following questions,
- Why are you applying for the Success Coaching position?
- What experiences have you had supporting and working with diverse student populations?
- What experiences have you had supporting, coaching, and mentoring students one-on-one or in groups?

Thank you so much for your interest in this position! Please reach out to Annie Kelly, Associate Director of the Tutoring Center, at akelly2@luc.edu, if you have any questions.

For more information about the Tutoring Center, please visit, www.luc.edu/tutoring.