



# Student Success Coach Intern

Class Code:  
E31000

Bargaining Unit: Non-Represented

LONG BEACH CITY COLLEGE  
Established Date: Jun 23, 2022  
Revision Date: Jun 23, 2022

## **SALARY RANGE**

\$16.00 - \$25.00 Hourly

### **DESCRIPTION:**

#### **GENERAL PURPOSE**

The Student Success Coach is an integral part of the Student Services Division, such as: First Year Experience Program, Career Center, Transfer Center, Destino Center, Completion Counseling, etc. Student Success Coach Interns work closely with students to provide referrals to various programs and services based on student needs.

### **DUTIES:**

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Assists students to practice and apply the skills of academic responsibility.
2. Works collaboratively with the area lead to assist Viking Advantage and Long Beach College Promise students by helping them manage and synthesize aspects of their learning experience and to document progress at Long Beach City College.
3. Creates and facilitates workshops and classroom presentations.
4. Plans and attends regularly scheduled meetings with assigned students and for providing same-day documentation of the meetings.
5. Leverages technology to manage a caseload of students to improve academic outcomes; this includes assisting students with matriculation steps, supporting matriculation events, registration assistance, and verifying completion of all eligibility requirements for Viking Advantage and Long Beach College Promise.
6. Manages a caseload of students on Starfish Early Alert to provide support and referral assistance to the appropriate resource centers.

7. Assists with special projects as assigned by the area lead. This includes supporting events from the office of Student Equity, Student Services, chaperoning transfer tours, registration assistance labs, summer bridge programming, etc.

## **QUALIFICATIONS:**

### **Education, Training and Experience:**

There are three levels and each requires a different level of education.

1. Entry Level: Must be enrolled in a Bachelor's program.
2. Journey level: Must have a Bachelor's degree and currently enrolled in a Master's program.
3. Advanced Journey level:

### **Must have a Master's degree and currently enrolled in a Doctoral program.**

- For candidates looking to go the Counseling Route, you must be currently enrolled in a Master's in counseling, rehabilitation counseling, clinical psychology, Marriage and Family Therapist(MFT), or Social Work from an accredited institution.
- You must have at least 1 or 2 years remaining in your degree program
- Enrolled as a full-time student during main terms (Fall and Spring with a cumulative GPA of 3.0 or higher)
- Evidence of demonstrated cultural competency and enthusiasm in serving the diverse academic, socioeconomic, gender identity, sexual orientation, racial, and cultural backgrounds of community college student populations, including students with differing abilities (physical and/or learning), as these factors relate to the need for equity minded. Previous attendance in a community college is highly desired.

## **ADDITIONAL INFORMATION:**

### **ABILITY TO:**

1. Meet strict deadlines.
2. Provide instructional support to individuals and groups of students.
3. Understand and follow oral and written directions.
4. Plan and organize work.
5. Communicate effectively both orally and in writing.
6. Receive supervision remotely.

## **OTHER REQUIREMENTS:**

### **Licenses; Certificates; Special Requirements:**

A valid California driver's license and ability to maintain insurability under the District's Vehicle Insurance Policy may be required for certain assignments.