

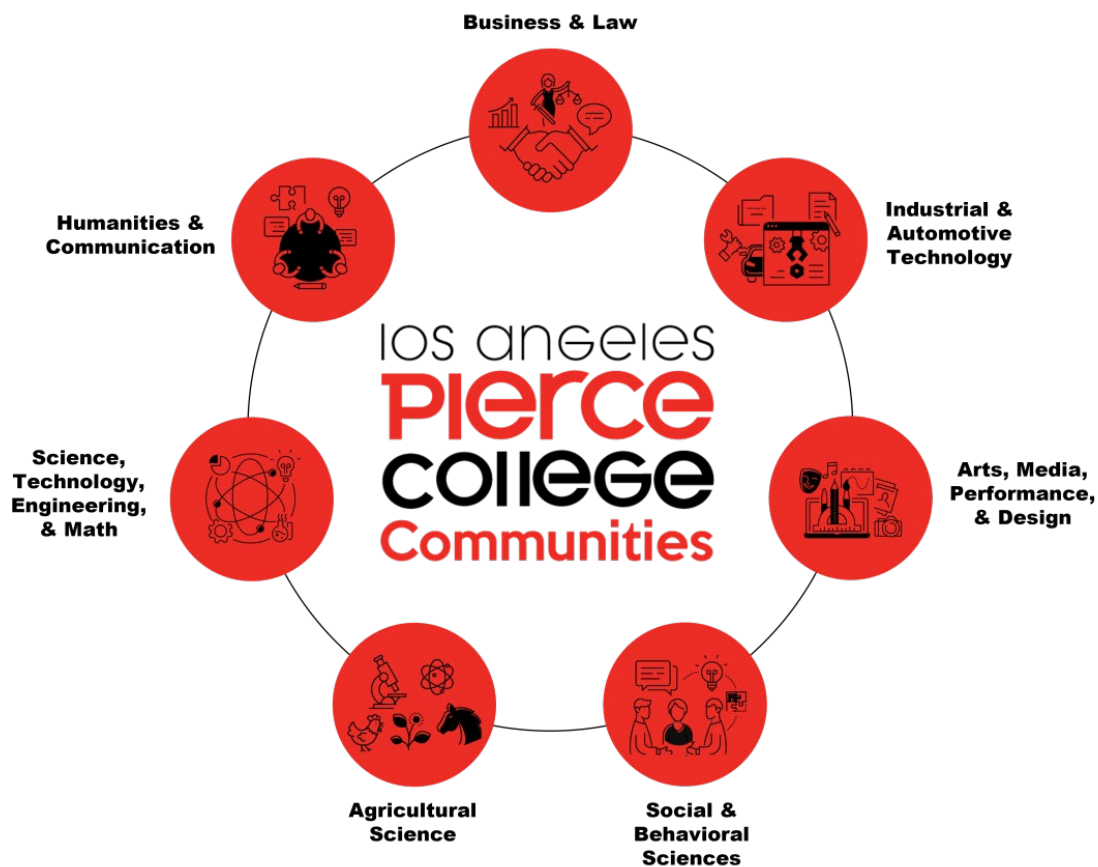
## **Success Coach Intern Job Description**

***15 hours per week at \$20.26/hour, max per year 1000 Hours***

***Deadline to apply: September 8, 11:59pm***

***Interviews to occur: TBA***

Los Angeles Pierce College is hiring success coaches for Guided Pathways Career and Academic Pathways (CAP) Communities to provide support. Success Coaches guide students as they experience community college life. Success Coaches work collaboratively with the CAP Communities and will report to a Pierce College Dean. The emphasis is on supporting the student's adjustment to the campus culture while focusing on career and major development. SCs help foster successful student habits as they progress through their college career. Visit the [Guided Pathways webpage](#) for more information



Maturity, flexibility, enthusiasm, and a strong work ethic are prerequisites for this position. Successful SCs are also knowledgeable of, and sensitive to the needs of a diverse and academically underprepared student population. Thus, SCs are adept at developing interpersonal relationships with and between students with different backgrounds. The successful SC possesses strong communication and leadership skills and a positive view of the community college, its students, and its staff. They conduct themselves in a professional manner and model positive behavior consistent with the mission of LA Pierce College. They are also able to work well with diverse instructional and counseling faculty, and other campus staff.

**Time commitment:**

The internship requires 15 hours per week and a two consecutive semester commitment. The internship will begin with the fall semester and is a paid position.

**Examples of Duties:**

1. Be responsible for an assigned group of students over the course of the academic year.
2. Act as an informed referral source throughout the academic year, including accompanying students to various resources as needed.
3. Guide/collaborate with students to follow-through on tasks in order to benefit from the program.
4. Collaborate with CAP Community and participate as appropriate in CAP Community activities
5. Participate in/lead program seminars, workshops, and other presentations in collaboration with counseling faculty.
6. Coach students in effective goal setting, time management, learning strategies, and exam preparation.
7. Maintain detailed student contact logs in the program database.
8. Collaborate with fellow Success Coaches to develop supplemental projects.
9. Initiate appropriate individual projects based on student and program needs with the approval of the Success Coordinator/Case Management Team leader and the Coach lead.
10. Attend regular meetings and training sessions.
11. Perform appropriate clerical duties as necessary.
12. Additional duties include engagement with students and working closely with your community to plan and execute various outreach events.

**Minimum Qualifications:****Education and Experience:**

Currently enrolled as a full-time student in an accredited undergraduate or graduate degree program. Substantial course work in any discipline, in addition to experience in group dynamics and guidance is essential.

The successful candidate must also have work schedule availability that supports their program's needs.

**Knowledge and Abilities:**

1. Excellent communications skills: listening, responding, presenting, handling, and resolving conflict.
2. Understand the needs of and have experience working and connecting with recent urban high school graduates who are predominantly underprepared for college demands.
3. Ability to work effectively with diverse populations of students, faculty, and staff.
4. Ability to work with committees and to plan workshops.
5. Ability to be resourceful and work collaboratively with faculty.
6. Capacity for discretion, diplomacy, and confidentiality.
7. Demonstrated record of leadership, maturity, and academic excellence.
8. Ability to learn Pierce's processes, policies and support systems and website tools.

**Preferred Qualifications:**

Candidates should have interest in working with community college students. Leadership experience is



essential in working with this population. Experience making group presentations and team collaboration is highly desirable, as well as knowledge of the community college system and its mission.

**Application Instructions:**

1. Please send your resume and cover letter to [LAPC\\_GPcoordinators@piercecollege.edu](mailto:LAPC_GPcoordinators@piercecollege.edu)

If you have any questions or concerns please contact:

Guided Pathways Coordinators: Barbara Anderson and Judy Lam

**LAPC\_GPcoordinators@piercecollege.edu**

LA Pierce College

6201 Winnetka Avenue

Woodland Hills, CA 91371

**PLEASE DO NOT SUBMIT YOUR APPLICATION TO OUR HUMAN RESOURCES OFFICE. THESE ARE GRANT-FUNDED POSITIONS.**