

Cerro Coso Community College – Office of Equity & Inclusion

Professional Expert: Student Success Coach

**Compensation:** \$30/hr; Max 342 hours/18 week period

**Basic Function:**

This is a professional expert, short-term opportunity.

The Professional Expert – Student Success Coach position will be working within the Office of Equity and Inclusion (OEI) which includes supporting the following Programs: Native American Student Success and Support Program, CC Pride (LGBTQ+), Umoja, Undocusuccess. This position will primarily be supporting the Umoja program with the implementation of a “1<sup>st</sup>-year, 1<sup>st</sup>-time” pilot with opportunities to support other special projects under the OEI.

**Duties:**

- Assists students to practice and apply the skills of academic responsibility.
- Creates and facilitates workshops and classroom presentations on information.
- Facilitates discussions with students based on predetermined topics and for providing referrals to appropriate programs and services based on student needs.
- Plans and attends regularly scheduled meetings with assigned students and for providing same-day documentation of the meetings.
- Provides individualized support and coaching to students under the Office of Equity and Inclusion and connects students with academic and support services.
- Supports with student engagement and retention efforts.
- Assists with special projects as assigned by the Director of Equity and Inclusion. This includes supporting events from the office of Outreach, Student Services, chaperoning student field trips, etc.
- Participates in professional development and meetings to discuss student needs and target students.
- Creates marketing collateral and how-to guides for students.

**Knowledge of:**

- Knowledge and experience working with and coaching students who are challenged by language, social, economic, and educational disadvantages. Demonstrated problem-solving skills to provide holistic support to students
- Knowledge of current technologies, and associated office software such as word processing, spreadsheets, presentation, Canva, and/or database software
- Knowledge relating to diversity, equity, inclusion, and anti-racism

**Minimum Qualifications:**

Bachelor’s degree from an accredited institution; Graduate student in counseling, higher education, social work, or related field is preferred