

# NOTICE OF VACANCY



July 19, 2021

## Success and Retention Coach

**SALARY:** \$30,000

**BENEFITS:** Excellent fringe package includes pension plans and life, health, dental and vision insurance.

**RESPONSIBILITIES:** The Success and Retention Coach offers enhanced academic support to students as they navigate through the educational journey to graduation and coordinate retention efforts across campus. This position is housed within the Student Success Center (SSC). The following are some but not all of the duties and responsibilities of this position:

- Provide year-round support offering guidance for students to be academically successful at USAO.
- Assist students in overcoming obstacles that arise while in college helping to connect them to resources, make appropriate appointments, speaking to offices on their behalf, helping students through additional multifarious processes. Hold academic coaching appointments as assigned.
- Provide Academic Support course and workshops as needed.
- Guide development of an educational plan in line with student's personal interests and life goals with a focus on self-understanding, strengths, skill set development, aptitudes, and values.
- Provide training and oversight of student workers.
- Coordinate Career Development efforts and services as assigned.
- Conduct Academic Recovery sessions, Exit Interviews, and Recruit-back initiatives.
- Provide reports of retention efforts as requested.
- Additional duties as assigned.

### QUALIFICATIONS:

**Required Qualifications:** Bachelor's degree from an accredited institution. Ability to communicate effectively; strong organizational ability; excellent oral/written communication skills. Ability to work with diverse populations.

**Preferred Qualifications:** Master's degree in higher education or related field preferred.

### TO APPLY:

Submit letter of application, detailed resume, three professional references, and transcripts together with a completed USAO application form to: [hr@usao.edu](mailto:hr@usao.edu) or mail to the Human Resources Office, University of Science and Arts of Oklahoma, 1727 W Alabama, Chickasha, OK 73018-5322. Application review will begin **August 4, 2021**.

#### AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The University of Science and Arts of Oklahoma, a member of COPLAC, is Oklahoma's only publicly supported four-year liberal arts college. A function of the institution is to provide an outstanding general education program with strong offerings in the liberal arts and sciences. The program features interdisciplinary team teaching and extends throughout the student's entire undergraduate experience. Operating on a semester system which permits the opportunity for accelerated studies, USAO offers a limited number of career, professional and specialized degree programs which are especially strengthened when combined with an interdisciplinary, liberal arts foundation. The University is located in central Oklahoma, 35 miles southwest of Oklahoma City, in a community of 16,000.

University of Science and Arts of Oklahoma – 1727 West Alabama, Chickasha, OK 73018

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