



NOTICE OF VACANCY

Success and Retention Coach



November 9, 2023

STARTING DATE: December 1, 2023

SALARY: \$31,000.00

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) and reports to the Director of Student Success. 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.
- Hold academic coaching appointments as assigned to assist students in overcoming obstacles that arise while in college helping to connect them to resources, making appropriate appointments, speaking to offices on their behalf, helping students through additional multifarious processes.
- Provide academic advisement for first-year students in collaboration with departmental faculty.
- Implement Academic Support courses 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:

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.

TO APPLY:

Complete the Science & Arts application (<https://usao-gcgxy.formstack.com/forms/employment>), submit a letter of intent/interest, detailed resume, three professional references and copies of transcripts to hrapps@usao.edu. You may also mail them to the Human Resources Office, University of Science and Arts of Oklahoma, 1727 W. Alabama, Chickasha, OK 73018-5322 ATTN: HR Office.

**Application review begins immediately and will continue until the position is filled.
Employment is contingent upon the results of a national criminal and sex offender background check.**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The University of Science and Arts of Oklahoma is an equal opportunity, affirmative action institution. Science and Arts welcomes applications without regard to age, race, gender (including pregnancy), national origin, disability, religion, marital or parental status, protected veteran status, military service, genetic information, sexual orientation, or gender identity. Persons must have proof of legal authority to work in the United States on the first day of employment.

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.