

NOTICE OF VACANCY



November 5, 2021

Success and Retention Coach

SALARY: \$31,000

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 related field or equivalent work experience.

TO APPLY:

Submit letter of application, detailed resume, three professional references, and transcripts together with a completed USAO application form to: 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 **November 19, 2021**.

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 the 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.