

POSITION: Achievement Coach

PROGRAM OVERVIEW: The Massachusetts Community Colleges and Workforce Development Transformation Agenda (MCCWDTA) is a three-year, statewide initiative, funded by the U.S. Department of Labor, Employment & Training Administration's Trade Adjustment Act Community College and Career Training (TAACCCT) \$20 million grant agreement #TC-22505-11-60-A-25.

GENERAL STATEMENT OF RESPONSIBILITIES:

The Achievement Coach will work with students to support and enhance their success in college. The Achievement Coach will regularly check-in with identified students to help them overcome barriers to persistence and aid them in developing career and education plans. Occasional, in-state travel will be required, and will be reimbursed per college policy.

DUTIES AND RESPONSIBILITIES:

1. Serve as counselor and academic advisor for the identified student population; serve as direct point-of-contact; provide basic career, academic, transfer, and financial aid counseling.
2. Assist students in their formation of short- and long-term academic and career goals; Provide perspective, encouragement, and insight as students set academic goals.
3. Provide referrals to services within the college to support academic success, such as the Academic Tutoring Centers, Transition Center, etc.
4. Assist students in addressing specific academic needs, such as study skills, test-taking strategies, time management, etc. Pro-actively contact students via all available outreach methods for weekly follow-up and check-ins.
5. Provide guidance to students in developing success strategies to overcome academic difficulties or setbacks; assist students in developing skills in planning, resiliency, and persistence.
6. Refer students to internal and external supports, such as departments, services, and resources; external referrals include resources such as government services, housing, food, childcare, etc.
7. Connect identified student populations to retention initiatives at the college.
8. Develop and conduct workshops for enrolled students.
9. Collaborate with the College & Career Navigator, other Achievement Coaches, and other areas of the college to ensure student success.
10. Monitor student progress towards course, certificate, and degree completion.
11. Assist College & Career Navigator with tracking of student progress towards personal and project objectives.
12. Assist students in the preparation of required applications, registration forms, and petitions, as required by college policy. Articulate policies and procedures of the college to the students.
13. Acquire and demonstrate an understanding of the professional work environment by observing timeliness and preparation for scheduled assignments, working cooperatively with others, presenting oneself as a role model for students and others, and by demonstrating dependability and flexibility.
14. Actively supports the teaching and learning process; practices honesty and integrity in and out of the classroom; strives to create and support a student-centered environment while fostering academic innovation and excellence.
15. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Master's Degree and/or Master's Degree in progress.
2. Demonstrated commitment to diversity and multiculturalism.
3. Demonstrated experience working with adult students.
4. Two years of prior advising and/or career counseling experience.
5. Experience with student record and information systems.
6. Demonstrated experience and skill in using industry-standard computer applications; familiarity and comfort with computers.
7. Strong oral and written communication skills.
8. Strong interpersonal skills to help engage, provide supports to, and motivate students.

PREFERRED QUALIFICATIONS:

1. Experience working in a community college setting.
2. Knowledge of community college academic programs, services, and culture.
3. Strong experience in student retention and career/academic transfer and financial counseling.
4. Experience in tracking student progress.
5. Ability to think critically and creatively.
6. Evidence of problem-solving skills.
7. Ability to travel between campuses and to community sites.

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