



Southern Connecticut State University  
Location: Buley 303  
Phone: (203) 392-8967  
Email: [CASAS@southernct.edu](mailto:CASAS@southernct.edu)

## Professional Success Coach Job Description

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**Pay Rate:** Class 1/\$15.00 per hour (graduate)

### Why apply to work at CASAS:

Do you want to support your peers to better understand the happenings in your academic space? Do you want to stand out as a trusted student within your program? How would you like to be an academic role model for your peers?

Coaching is a rewarding experience. Not only will you help students reach their full personal potential, but you will also unlock more of yours. Coaches are trained and offered opportunities to develop and refine skills you will use in your career and in life beyond college. This position allows the strengthening of an individual's knowledge, while building skills in communication, learning, teamwork, and leadership.

### Position Description:

Professional Success Coaches are current graduate students who demonstrate a mastery of the holistic elements of academic success. Professional Success Coaches specifically help to support students who have unique challenges mitigating their academic and personal success. Professional coaches identify barriers to academic success and assist them in creating and applying action plans for overcoming challenges. Success Coaches help students maximize their potential by supporting and assisting students in gaining effective strategies and behaviors that can support their personal and academic lives.

### Job Responsibilities:

- Complete College Reading Learning Association (CRLA) coaching training within first semester to work towards Level 1 certification.
- Attend and participate in weekly staff/professional development meetings.
- Adhere to the guidelines, policies, and procedures of the CASAS and SCSU
- Demonstrate professionalism, responsibility, punctuality, and academic integrity
- Facilitate workshops and presentations
- Maintain open and clear communication with Associate Director and Intern(s)
- Maintain privacy and confidentiality of student information per FERPA rules and regulation
- Maintain consistent coaching schedule
- Document meeting summary with each student
- Support new and exciting CASAS coaching initiatives
- Oversee assigned group of students
- Understand and deliver strategies to assist students on a variety of academic topics including but not limited to:
  - Time management
  - Organization
  - Note-taking
  - Reading Strategies
  - Study Skills

- Memorization
- Exam Preparation & Test Taking Strategies
- Motivation & Attitude
- Goal Setting
- Communicating with Professors
- Academic Resources & Asking for Help
- Create supplemental materials to aid in student learning and academic skill development.
- Contribute to the planning of and participations in tabling and other virtual or in-person events to advertise services the Center for Academic Success and Accessibility Services offers.
- Manage and develop the Academic Zen Den as requested.
- Refer students to the appropriate resources on campus that they could benefit from.
- Other duties related to Center for Academic Success and Accessibility Services function as requested.

**Preferred Qualifications:**

- 3.0 or higher Cumulative GPA
- Graduate Student enrolled at Southern (Fall 2022 Academic School Year)
- Strong study skills and successful student habits and behaviors.
- Effective communication and listening skills.
- Capacity or desire to work with students of diverse backgrounds
- Ability to work independently and as part of a team
- Ability to demonstrate strong study habits and behaviors
- Desire to learn, grow, and apply newly learned information.

**Schedule:** We work to staff our center Monday-Wednesday 8:00AM-9:00PM, Thursday 8:00AM-8:00PM, Friday 8:00AM-4:30PM, Sunday 4:30PM-8:00PM.

**How to Apply:** Complete a Professional Coaching Application by clicking the link below.

[Application Link](#)

Refer all questions to: Center for Academic Success & Accessibility Services

Buley Library, 3rd Floor

Phone: (203) 392-8967

Sterling White

Associate Director for Success Coaching and Programming

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