



## **Job Announcement Student Success Coach**

**Description:** The College Hub, Austin's first college support center for low-income nontraditional students, provides wraparound support services to help students get to and through college. Services include financial aid assistance, student support services, scholarships, and scholarship mentoring. We also offer a free college course in the Humanities called Free Minds. The College Hub is seeking a Student Success Coach who is passionate about higher education and helping people reach their goals. Job responsibilities include but are not limited to:

Provide one-on-one support to prospective and current students in a drop-in setting:

- Complete financial aid applications (FAFSA and TASFA) and all required financial aid forms for students and parents
- Provide college coaching and planning assistance to students
- Help students complete college applications and admissions paperwork
- Work with students to find resources for both academic and non-academic barriers
- Coordinate with Foundation Communities staff and other partner organizations and programs regarding additional outreach and support for students

Coach a caseload of approximately 20 to 40 students attending Austin Community College or Texas State:

- Provide high-touch, individualized support and coaching
- Create individual student success plans and develop/coordinate appropriate interventions
- Assist students in the completion of on-boarding, application, and admissions to the college
- Track students' academic progress and facilitate their use of various on-campus resources
- Provide ongoing individualized outreach to students based on academic, financial and socio-emotional risk factors

### **Required Qualifications**

- Ability to establish and maintain rapport with students
- Ability to maintain confidentiality
- Case management and or advising skills
- Demonstrated experience with students from a low-income and/or disadvantaged educational background
- An inclusive student-centered philosophy of providing services and resources
- Commitment to supporting the needs of students from underrepresented populations
- Ability to work with individuals and groups

**Preferred Qualifications:** Bachelor's degree and two years of experience delivering academic support initiatives to students in a higher education setting; experience working with multicultural students and students with diverse backgrounds; experience completing FAFSA and TASFA forms and knowledge of financial aid resources; ability to read, write, and speak Spanish.

**Position Information:** This is a full-time (40 hr/week), year-round, benefits-eligible position consisting of daytime, evening, and Saturday hours.

**To Apply:** Submit a resume and thoughtful cover letter to [resumes@foundcom.org](mailto:resumes@foundcom.org). Be sure to type "Student Success Coach" in the email subject line. No phone calls or visits please.

*Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, sexual orientation & gender identity.*