



501 East 38th Street
Erie, PA 16546
814-824-2000
800-825-1926
mercyhurst.edu

Student Success Coach

Location: Erie

Full/Part Time: full-time

Closes: open until 10/1/2020 Reporting to the Director of Academic Support, the Student Success Coach works in collaboration with faculty and processes student services in the areas of tutoring, academic planning, and

DUTIES AND RESPONSIBILITIES

- Collaborates with academic leader(t)-3 (e2t)-2.9 (h)Tm002.2 (2.9 (h T0 Tc 0 Tw 19.88 0 Td(-)Tj0.002 Tc 0.304 0 Td

completion.

academic warning and probation to conduct a self-assessment

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and maintains accurate and organized reports on interactions

for collaborating with on-campus departments to assure that

information, health and wellness, campus development,

- Provides proactive guidance that addresses career-related issues such as major choice, internships, graduate school opportunities, and other post-baccalaureate opportunities.
- Presents academic workshops on various topics, such as registration, campus resources, software usage, degree requirements, and learning strategies.
- Monitors student academic progress and work in partnership with students and faculty advisors to ensure timely graduation.
- Assists students transitioning to college-level academics and learning to balance academic, personal, and work responsibilities.
- Supports University-wide retention efforts and utilize Self-Service Retention software to respond to and document student issues and concerns to include class attendance, academic success and progress, and personal well-being.
- Wx **W**

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled or until the date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

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