Student Success Coach Description
Burns & McDonnell Student Success Center

Job Description
Student Success Coaches are student workers for the Burns & McDonnell Student Success Center (B&MSSC). Duties will consist of, but are not limited to:

- **General Duties**
  - Working shifts at the B&MSSC front desk
  - Welcoming students, families, staff, and faculty as they enter the B&MSSC
  - Answering the phone and other questions
  - Maintaining a high knowledge of available resources on campus and referring students to other campus departments, which may include walking students to the appropriate office/building
  - Making coffee and keeping the B&MSSC clean
  - Tracking the daily useage of the B&MSSC and maintaining various student forms and records

- **Programs and Activities**
  - Planning and executing various programs and activities that are focused on areas of academic success and encourage students to utilize the services provided by the B&MSSC
  - Assessing the effectiveness of the B&MSSC’s programs through the use of student feedback
  - Collaborating with campus departments and student organizations
  - Attending all B&MSSC programs, PRO days, and Admission’s Open House days

- **Academic Coaching**
  - Coaching students on a one-on-one basis as needed in various areas like study skills, time management, note taking, goal setting, etc.
  - Meeting with Success Mentor Program students during PRO days to discuss the program and its requirements
  - Coaching 15-20 Success Mentor Programs students throughout the school year, including sending bi-weekly email communications and meeting one-on-one each semester

- Upholding all university policies and regulations
- Taking an active role in guaranteeing that students are comfortable with campus

Terms of Employment
Student Success Coaches are expected to reflect the very best qualities of what it means to be a Miner and serve as role models for all students. Student Success Coaches are expected to be:

- Responsible
- Team players
- Creative
- Professional
- Flexible
- Energetic
- Hardworking
- Positive role models
- Good listeners
- Proactive

Students Success Coaches must be in good academic standing. A minimum of a 3.0 GPA is required and must be maintained for each semester employed.
Important Note:
If for some reason you cannot make one of the required dates, let Darian Johnson Potts know before or during your interview.

Student Success Coach Training:
This is tentatively scheduled for Monday, January 15th from 9am until 6pm for all Coaches.

Weekly 1-2 hour meetings will be determined once spring semesters schedules are completed.

PRO Day Sessions
Saturday, February 24th
Saturday, March 10th
Saturday, April 7th
Saturday, April 21st
Saturday, May 5th
*Friday, June 1st
*Friday, June 8th
*Friday, June 15th
*Friday, June 22nd
*Saturday, August 11th

Dates denoted by an asterisk (*) occur during the summer.

Admission Open House Days
Monday, February 19th
Friday, April 6th
# Student Success Coach Application

**Fall 2017**

Please complete the following:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Email:</td>
<td>Major:</td>
</tr>
<tr>
<td>Anticipated Graduation (Semester and Year):</td>
<td>Cumulative GPA:</td>
</tr>
</tbody>
</table>

Please list one reference who can speak to your leadership abilities:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Email:</td>
<td>Relationship:</td>
</tr>
</tbody>
</table>

Please include a **cover letter** that answers the following questions:

1. What does success mean to you?
2. Which of our services/programs have you utilized/attended? If you have not used any resources or attended any programs, please share what you already know about the B&MSSC.
3. How badly do you want to be a Student Success Coach? (1-10)
4. Why are you interested in becoming a Student Success Coach?
5. What other major commitments will you have next year? (i.e. another job, student organizations, leadership positions, etc.)

Please complete and return applications to Darian in 106 Centennial Hall **WITH RESUME AND COVER LETTER** no later than **Wednesday, November 29th**. Interview times will be scheduled for **Monday, December 4th** and **Tuesday, December 5th**. If you have questions, contact Darian Johnson Potts at 573-341-7596 or email darian.johnson@mst.edu.
Name: __________________________________________________________

Student Success Coach Interview Schedule

Please select your 1st, 2nd, and 3rd preferred time slot for an interview by printing your selection by the time below.

Note: Not all applications will be selected for an interview. If you are selected you will receive an email through your S&T email account. Thank you!

Monday, December 4th

11am-12pm _________

12pm-1pm __________

1pm-2pm ____________

Tuesday, December 5th

9am-10am ___________

1pm-2pm ____________

2pm-3pm ____________