College Success Coach

Franklin College is accepting applications for a full-time, salary-exempt, College Success Coach. The College Success Coach will serve as an on-campus resource to 21st Century Scholars. The program aims to increase student retention and success by providing on-campus programming, direct support and connecting students to various on-campus resources, information and services needed to be successful in college. Reporting to the Associate Dean for Student Success, the College Success Coach will be responsible for providing Scholars with resources in alignment with four programmatic goal areas, including: 1.) College Enrollment 2.) Academic Performance and Persistence, 3.) Completion and Graduation, and 4). Post-graduate support.

ESSENTIAL FUNCTIONS AND PRIMARY SERVICE ACTIVITIES:

• In conjunction with the admissions team, attend recruitment events in Johnson and Marion Counties to meet with prospective students (e.g. at college fairs);
• Participate in campus visits by 21st Century Scholars;
• Increase student retention and success by providing on-campus programming and direct support to 21st Century Scholars;
• Track and monitor the academic performance of Scholars and refer at-risk Scholars to on-campus tutoring, advising and academic support services;
• Connect Scholars with ongoing job-and career-related exploration resources, including career interest inventories, assessments, career services, job-shadowing and internships through EARN Indiana;
• Enhance the overall collegiate experience for 21st Century Scholars by providing meaningful networking and social opportunities, leadership development programing and civic engagement activities;
• Monitor and support Scholar progress toward meeting scholarship eligibility requirements;
• Plan and organize a minimum of two (2) all-Scholar volunteer service projects
• Assist in data collection related to grants and reports;
• Participate in relevant professional development opportunities;
• Respond to inquiries from 21st Century Scholar Franklin College alumni for support with employment in Indiana.

REQUIRED QUALIFICATIONS:

• Bachelor’s degree required, Master’s degree preferred;
• Experience serving first generation college students or 21st Century Scholars strongly preferred;
• Proven leadership, organizational skills, public speaking and project management skills;
• Excellent verbal and written communication skills;
• Basic office computer skills, including word processing. Experience with spreadsheets/databases and desktop publishing preferred;
• Ability to work well with individuals from diverse backgrounds;
• Ability to drive and access to a reliable vehicle;
• Preference will be given to former 21st Century Scholars or first-generation college graduates.

APPLICATION PROCESS
Excellent benefits package including: health, life, and disability insurance, paid vacation, sick and holiday time, retirement plan, and full tuition benefits for employee and their immediate family. Review of applications will begin immediately and continue until the position is filled. Qualified applicants should submit a complete application (electronic submissions preferred; MS Word or Adobe PDF) and should include cover letter, resume, and three professional references via the application link – Franklin College Staff Application

This is a 12-month, grant-funded position with the opportunity for extension pending review of the state budget committee.

Contact Human Resources with additional questions.

Franklin College
101 Branigin Blvd.
Franklin, IN 46131
humanresources@franklincollege.edu

Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals’ abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College’s policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participating in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.