

Student Success Coach – Purdue Promise (Req Number: 11576)

Overview of the Position

Student Success Programs anticipates hiring a hardworking and energetic professional to expand our team to continue providing high-touch support for Purdue Promise scholars. Purdue Promise is a four-year scholarship and support program for low-income Indiana residents who are part of the Indiana 21st Century Scholars program. It is designed to minimize barriers to success and provide individualized care and coaching to retain and graduate scholars prepared for navigating life after college. The program has received campus, statewide, and national recognition graduating students on time and debt-free. This position will specifically coach and support (via meetings, online modules, and outreach) a caseload of scholars (150-200 students), teach first-year seminars (1-3 sections per fall semester), and support programmatic efforts such as orientation/transition programming and life skills development. The salary is \$40,000 (non-negotiable) with a generous benefits package.

About Purdue University

Purdue University is a public, land-grant and research university with enrollment of more than 46,000 students. It is situated in beautiful West Lafayette, Indiana, conveniently located one hour north of Indianapolis and two hours south of Chicago. This vibrant college town offers Purdue employees great restaurants, outdoor recreation and festivals, major college athletics, lively arts and culture scene, and low cost of living.

Duties and Responsibilities

The Student Success Coach will:

- Coach (2-8 meetings per semester) a caseload of approximately 150-200 Purdue Promise scholars, providing high-touch individualized care and support toward academic, social, leadership, and life skills development;
- Serve as the first contact for students' concerns, issues, and needs (ex. scholarship advising);
- Track students' academic progress and facilitate their use of Purdue Promise and campus resources;
- Work with campus partners (including but not limited to other Student Success staff, advisors, Financial Aid staff, and counselors) to support students' success;
- Facilitate Purdue Promise first-year experience seminars;
- Assist in planning and facilitating academic recovery programming and online coaching modules via Brightspace;
- Maintain and update student tracking databases and files, including recording all interactions with scholars; and
- Support other Student Success and Enrollment Management programs.

Required Qualifications

- Bachelor's degree in Higher Education, College Student Personnel, Student Affairs, Counseling, Social Work, or a related field
- One year of professional experience in Student Affairs, Counseling, Social Work, or a related field
- Affirm sensitivity to issues regarding equity and diversity
- Be a self-starter with strong organization and time management skills, with the ability to balance multiple priorities
- Demonstrate experience working in a fast-paced environment and demonstrated flexibility with program changes
- Exhibit excellent written and oral communication skills with the ability to interface with various constituents with unique needs (students, colleagues, campus and community partners, and parents/guardians)
- Handle confidential information with discretion and professionalism
- Be energetic, creative, and professional; have a sense of humor; and possess a positive attitude

Preferred Qualifications

- Master's degree in Higher Education, College Student Personnel, Student Affairs, Counseling, Social Work
- Experience with advising and/or personal and academic coaching, teaching, advocacy, financial aid, personal and career development, case management/outreach, and mentoring
- Experience working with low-income, first-generation, and underrepresented or minoritized students
- Portray knowledge of higher education recruitment, orientation, access, transition, retention, and success

Application

Interested parties must apply online via Purdue University's Human Resources website (<https://careers.purdue.edu>). Click on "More Options," under "Search by Keyword" and then look for "11576" in the drop-down menu for "Req ID." ***This position requires an uploaded resume and cover letter. Purdue Promise is committed to advancing diversity in all areas of its work. Candidates should indicate how their experiences, current interests or activities, and/or future goals promote a climate that values diversity and inclusion.*** Address questions to Michelle Ashcraft at mashcraf@purdue.edu. A background check will be required for employment in this position. Purdue University is an equal access / equal opportunity / affirmative action employer fully committed to achieving a diverse workforce.