

## JOB DESCRIPTION

POSITION: Achievement Plus Student Success Counselor

CLASSIFICATION: Exempt

DEPARTMENT: Achievement Plus

REPORTS TO: Achievement Plus & College Entry Director

JOB FUNCTION: Provides academic and personal support services to enhance student success and increase the potential for persistence and graduation.

### ESSENTIAL ELEMENTS:

1. Conduct Individual Student Plan meetings with students in the Achievement Plus Program, as set forth in the PHEAA Act 101 Guidelines and program manual.
2. Provide for on-going, individual academic counseling appointments with targeted populations, utilizing proactive academic planning and creative problem solving.
4. Develop a caring and collaborative relationship with students through a variety of communication platforms on a consistent basis.
3. Confer and collaborate with key campus professionals to include advisors, faculty, financial aid counselors, athletic coaches, career counselors.
5. Outreach and develop an action plan for students on Academic Alert, Mid-semester and Final grade deficiencies.
6. Teach a dedicated Achievement Plus section of HCE 101 (Holy Cross Experience).
7. Participate in Achievement Plus staff meetings, summer and fall orientation.
8. Oversee the Achievement Plus Summer Peer Mentor Program, including the development and training of student mentors.
9. Maintain ongoing communication with the Director, Administrative Assistant, Tutorial Coordinator, Learning Specialist, and other professional Achievement Plus specialists or tutors.
10. Make appropriate referrals to campus support services, as necessary.
11. Manage appropriate records on program database relating to student outreaches and contacts.
12. Analyze data and generate statistical reports on student persistence and retention.
13. Establish a referral network with outside “help” agencies.
14. Hold membership on community-based and professional organizations to develop an active support network.
15. Attend professional seminars, workshops and conferences to provide for professional as well as personal growth and development.

#### NON-ESSENTIAL ELEMENTS:

1. Initiate opportunities to work with our program peer mentors as co-leaders for personal development group endeavors.
2. Develop and facilitate workshops for both academic and personal development growth.
4. Serve on various college committees, as requested.
5. Partner with Achievement Plus Director in recruitment efforts on and off campus

#### REQUIRED SKILLS, EXPERIENCE AND TRAINING:

Master's Degree preferred in the areas of education, counseling, psychology, sociology or related field. Capacity for genuine empathy and caring. Ability to interact well with a diverse population. Excellent communication, listening and motivational skills. Leadership ability and well-developed interpersonal skills. Experience should include at least one year of academic and/or life coaching, teaching, advocacy, personal development, case management or mentoring of students or a combination of these things. Prior experience working with underserved populations. A working knowledge of retention and student success best practices. Ability to develop presentations and workshops, group facilitation skills, and interact as part of a team. Proficiency in Microsoft Office 365, online platforms such as Zoom, Moodle, etc.

#### WORKING CONDITIONS:

Typical office working conditions. Finger dexterity, ability to sit for long periods of time.