



### **CSTEP Success Coach (Part-time)**

#### **About St. Francis College:**

We are committed to diversity, equity, and inclusion and serve one of the most diverse student populations in New York City and the country. St. Francis College has a 160-year history of serving New York City's low-income, working class and immigrant families, and a mosaic of diverse individuals, offering our students opportunity—the opportunity to pursue a college education that is accessible and affordable and to use their hard-earned degree and experience to build careers and achieve economic mobility. Today, St. Francis College's student body is one of the most diverse in New York City and the nation: 28% of students identify as Hispanic, 24% Black, and 26% White. Over 60% of students are female and 47% receive federal Pell grants. Candidates who are culturally competent and have the professional skills, experience and desire to engage with a collaborative and diverse college and community, are particularly sought after for employment with the College. To learn more about St. Francis College and our commitment to diversity, equity and inclusion, please visit us at <https://www.sfc.edu/>.

**Job Summary:** St. Francis College (the College) seeks a part-time Success Coach for our Collegiate Science and Technology Entry Program (CSTEP), a New York State funded program. CSTEP provides a broad range of services to help approximately 167 students from underserved, low-income, and first generation backgrounds to reach their goals of pursuing careers in STEM and licensed professions. Through semi-structured weekly meetings, the Success Coach works with a caseload of students at improving their academic performance and overall success.

**Department:** Academic Affairs (Opportunity Programs)

**Reports to:** Director of the Collegiate Science and Technology Entry Program

#### **Special Circumstances:**

- This position will at all times be contingent upon third party grant funding. Any lack of such funding may lead to a reduction in work hours or the elimination of this position.
- Ability to work approximately 15-18 hours per week and commit to the full 2021-2022 College academic year.
- Flexibility in part-time work hours is required to accommodate changes to class schedules, enrollment and other factors throughout the College's academic year. This position will generally not be scheduled to work during the summer months.
- Individual will be expected to work in a hybrid format (a mix of in-person and remote).

#### **Duties and Responsibilities:**

- Meets with a caseload of CSTEP students weekly to create academic plans, address academic issues related to study approaches and workload responsibilities, and check progress.
- Aides students in setting course grade goals with academic plans.

- Helps students develop/improve non-cognitive skills, such as:
  - Academic Behaviors: going to class, doing homework, organizing materials, and participating in class, studying;
  - Academic Perseverance: Grit, tenacity, delayed gratification, self-discipline, and self-control;
  - Academic Mindset: sense of belonging, fit, fixed/growth: “I belong in this academic community; my ability and competence can grow with my effort; I can succeed at this”, knowledgeable of “Imposter Syndrome”;
  - Learning Strategies: study skills, meta-cognition, self-regulated learning, goal setting;
  - Social Skills: Interpersonal skills, empathy, cooperation, assertion, responsibility.
- Documents all interactions with students and reports any student issues to the Director of the Collegiate Science and Technology Entry Program.
- Leads monthly workshops on topics such as time management, staying organized, how to take effective notes, study strategies, etc.
- Performs all other duties as assigned.

#### **Required Qualifications:**

- Bachelor’s Degree.
- Prior experience working with or knowledge of mentoring STEM majors (biology, chemistry, math, nursing, psychology, sociology, etc.).
- Prior experience working with or knowledge of underserved, low-income, and first generation student populations.
- Strong attention to detail and organizational skills
- Proficient with the Microsoft Office Suite
- Ability to relate to many different constituent groups on campus is required.
- An appreciation and understanding of working in an inclusive, engaging and diverse college environment.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of an inclusive multi-cultural college community and the Franciscan traditions of St. Francis College.

#### **Preferred Qualifications:**

- Currently enrolled in a Master’s of Higher Education, Postsecondary Education, Educational Counseling or similar graduate program.

**St. Francis College is committed to providing opportunities to all persons without regard to sex, race, creed, color, religion, national origin, citizenship status, age, disability, marital status, gender identity or expression, predisposing genetic characteristics, status as a victim of domestic violence, sexual orientation, status as a Vietnam-era or special disabled veteran, or any other characteristic protected by law in its education programs and activities or employment. The College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to equity and to increasing the diversity of our faculty, staff, students, and the curriculum. Applications by members of all underrepresented groups are encouraged.**

Interested applicants can apply by clicking [here](#).