



ST. FRANCIS COLLEGE

Success Coach/Coordinator of Scholar Programs

About St. Francis College

St. Francis College (the “College” or “SFC”) is revitalizing as we prepare to open a brand-new, state-of-the-art campus in downtown Brooklyn. We are a College rooted in a commitment to radical hospitality, to character formation, to inter-faith dialogue, and to creating conditions for students to learn the technical skills necessary to navigate a 21st Century workplace, while never losing sight of the importance of ensuring that all students learn to cultivate their humanity.

SFC is committed to diversity, equity, and inclusion and we 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 28% 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/>.

About this Position:

Reporting to the Director of Scholar Programs within the College’s Office of Opportunity Programs, the Success Coach/Coordinator of Scholar Programs is responsible for serving as a success coach and program coordinator for students who participate in SFC’s signature scholarship programs. To ensure student success and to meet retention initiatives, this position has a primary focus on supporting the Robert J. McGuire Scholarship program. In addition, this position will coordinate the College’s Endowed Scholars program and other opportunity-based scholarship programs.

Work Schedule:

Full-time, hybrid work schedule consisting of no less than 35-hours per week, Monday through Friday. It is anticipated that this position will generally be able to work remotely two (2) days per week. Flexibility in work hours is required to accommodate the needs of the Office of Opportunity Programs throughout the course of the College’s Academic Year, including, but not limited to, participation in specific weekend and evening events as requested.

Duties and Responsibilities:

- Maintains regular check-in meetings with McGuire Scholar students to set goals, to address academic issues to study approaches and workload responsibilities, and to check on progress.
- Helps McGuire Scholar 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.
- Serves as an advocate for scholars and helps students resolve issues they may encounter during their college career.
 - Assists in the recruitment, training and support of the McGuire Scholar student advisory board, McGuire Scholar mentee/mentor program, and other scholar-led initiatives.
 - Actively serves with the Director of Scholar Programs as a point of contact with the Kessler Scholars Collaborative which currently includes sixteen diverse colleges nationwide. Collaborate with partner institutions on marketing/enrollment, programming/events and data evaluation.
 - Assists in the implementation and administration of opportunity-based scholarship programs.
 - Manages communication efforts between the College’s Office of Advancement and the Office of Opportunity Programs to track scholarship participation and strengthen student-donor relationships.
 - In collaboration with campus partners, coordinate and facilitate events/lectures/service days, for the Endowed Scholars program, and other opportunity-based scholarship programs.
 - Utilizes student success management technology to track and support student persistence and graduation for all opportunity-based scholarship programs, including McGuire Scholars and the Endowed Scholars program. Provides summary reports as required.
 - Provides administrative support and event coordinatization for activities associated with McGuire Scholars, Endowed Scholars, & other opportunity-based programs.
 - Participates in specific weekend and evening events, including, but not limited to, the College's Open House, Scholarship Day, Admitted Student, and orientation events.
 - Stays abreast of the college's rules and policies and ensures proper security for student educational records in accordance with the Family Educational Rights and Privacy Act (FERPA).
 - Performs all other duties as assigned.

Qualifications:

- Bachelor’s degree from an accredited program is required.
- Master’s degree, preferably in the area of higher education, curriculum development, educational policy, counseling or related area, is preferred.
- 1-3 years of experience in program administration and/or academic counseling, preferably with scholarship-related programs.
- Prior experience working with or knowledge of first-generational student populations.
- Ability to multi-task and remain detail-oriented.
- Excellent time management and organization skills.
- Strong oral and written communication skills.
- Proficient with MS Office, Canvas LMS, and student success management tools such as EAB Navigate.
- Ability to work independently, collaboratively, and under supervision.

- Communication skills and cross-cultural abilities to maximize effectiveness with diverse groups of students, colleagues and community members.
- Commitment to diversity, equity, and inclusion in the workplace, and efforts to embed it into the St. Francis College culture.
- Ability to interact collaboratively and professionally with diverse groups and constituencies throughout the College.
- Culturally sensitive with an understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.
- Strong commitment to the College's mission and to its students, faculty and staff.

Interested applicants can apply [here](#).

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.