



Michigan Technological University

## Waino Wahtera Center for Student Success

### Success Coach Position Description

**Title:** Success Coach, Center for Student Success  
**Reports to:** **Lead Success Coach and Assistant Director of Orientation and Transition Programs**  
**Compensation:** \$14.00 per hour, minimum 4 hours per week; Lead Success Coach 15.00  
**Appointment:** Academic Year 2024-25

#### Position Summary:

The Success Coaches in the Waino Wahtera Center for Student Success will serve as a resource for other students who are interested in developing skills that will benefit their academic, professional, and/or personal success. These coaches will meet with students individually with weekly scheduled appointments and be responsible for walk-in conversations.

#### Responsibilities:

- Provide one-on-one coaching related to academic success and personal and/or professional development; staff will be responsible for individual appointments and walk-in hours.
- Collaborate with Center for Student Success staff to provide appropriate academic plans and referrals for students working with the Center.
- Attend weekly staff meetings.
- Assist with in-class and other Wahtera Center educational and/or awareness activities.
- Track contact with students using services.
- Willing and able to complete summer training modules in Canvas, Safe Place training, and Fall Training on Thursday, August 22, and/or Friday, August 23, 2024.
- Maintain confidentiality.
- May be assigned to serve in an outreach role to specific student populations (commuter, first-generation, etc.)
- May assist with midterm outreach for first-year students who have been referred to the WWCSS.

#### Essential Job Requirements

##### Minimum Qualifications:

- The ability to convey information clearly and effectively to individuals.
- Excellent listening skills.
- A dedicated interest in supporting the success of other students.
- An encouraging, patient, attitude.
- Previous coaching, tutoring, teaching or mentoring experience.
- Enrolled as a full-time undergraduate student for the fall semester
- Have completed two semesters of academic work at Michigan Tech by the time the appointment begins.
- Must have a minimum cumulative and semester grade point average (GPA) of 2.75 at the time of application and maintain it throughout his/her time as a staff member.
- Must be free of any disciplinary sanctions imposed through the Office of Academic and Community Conduct.
- Must have satisfactory midterm and end-of-year evaluations in order to continue in this role.
- Must have satisfactory academic progress towards their degree.

##### Desirable Qualities:

- A strong understanding of Michigan Tech's resources.
- Previous experience developing students in success skills areas (time management, study skills, using campus resources, working with faculty, prioritization, etc.).
- Previous learning center experience.

Contact us at (906) 487-3558 or [success@mtu.edu](mailto:success@mtu.edu) with any questions.

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