



<b>Job Title:</b>	Student Success Coach	<b>Job Category:</b>	Programs
<b>Department/Group:</b>	300	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Boulder County/Denver Metro	<b>Travel Required:</b>	Required
<b>Level/Salary Range:</b>	\$40,000 – \$44,000 DOE	<b>Position Type:</b>	Full-time
<b>Reports to:</b>	COO	<b>Date Posted:</b>	4/23/2021
<b>Posting URL:</b>	www.thelearningsource.org		

**Applications Accepted By:**

**FAX OR EMAIL:**

[HR@thelearningsource.org](mailto:HR@thelearningsource.org)

Subject Line: Student Success Coach

**MAIL:**

The Learning Source  
 Human Resources  
 8790 W. Colfax Ave. #109  
 Lakewood, CO 80215

**Job Description**

**ROLE AND RESPONSIBILITIES**

The Student Success Coach is an integral member of the student services team, working with the Lead Success Coach and other Program Managers to assist students in identifying their educational goals and dreams, and creating support systems to increase learner retention and outcomes. This position provides a hybrid of case management and system navigation for program participants primarily in the Boulder County Workforce Region. Primary responsibilities include:

- Working with The Learning Source instructional team to identify learners that would benefit from 1:1 coaching and support
- Utilizing motivational interviewing techniques to help learners set individual goals and develop learning plans
- Address barriers that learners face in accomplishing goals or creating personal change and developing strategies to overcome these challenges.
- Facilitate workshops and focus groups on learning topics such as study skills and developing a Growth Mindset
- Maintaining up-to-date data to track and communicate student progress and learner outcomes during monthly meetings
- Providing back-up support with student enrollment and assessment processes in accordance with grant requirements
- Assisting instructors with analyzing test scores for learner placement in classes and in developing learning plans
- Performing daily record-keeping and data reporting responsibilities to The Learning Source. Utilizing standardized forms and processes to track student progress, attendance, and outcomes.
- Attending monthly staff meetings and Professional Development trainings as assigned by The Learning Source
- Other duties as assigned.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Bachelor's degree in education, social work, counseling, psychology or related field



- Two years or more experience working with diverse learner populations, specifically adults
- Experience providing with mentoring, motivational interviewing, goal setting, and creating education or training plans for students
- Knowledge and experience with universal design and accessibility services
- Strong advocacy skills to represent underserved populations and help them access community resources and find long-term success
- Experience in an adult education classroom – High School Equivalency and/or ESL.
- Experience with education assessment tools – TABE and CASAS preferred
- Lifelong learner and self-starter committed to continuous program improvement and student outcomes.
- Experience managing data and tracking program outcomes
- Flexible, a team player with a commitment to personal and professional accountability
- Strong organizational skills
- Ability to lift 20 lbs.
- Must have reliable transportation

#### **ADDITIONAL NOTES**

- Position open until filled

*LEARNING SOURCE IS A NON-PROFIT ORGANIZATION FOUNDED IN 1964 TO ENABLE ADULTS THE OPPORTUNITY TO PURSUE EDUCATIONAL GOALS. VOLUNTEER TUTORS, IN LOCATIONS THROUGHOUT THE DENVER METRO AREA, PROVIDE INSTRUCTION IN BASIC LITERACY, GED, ESOL, AND FAMILY LITERACY. THE LEARNING SOURCE IS DEDICATED TO THE PRINCIPLES OF EQUAL EMPLOYMENT OPPORTUNITY IN ANY TERM, CONDITION OR PRIVILEGE OF EMPLOYMENT. THE LEARNING SOURCE DOES NOT DISCRIMINATE AGAINST APPLICANTS OR EMPLOYEES ON THE BASIS OF AGE, RACE, SEX, COLOR, RELIGION, NATIONAL ORIGIN, DISABILITY, VETERAN STATUS, SEXUAL ORIENTATION OR ANY OTHER STATUS PROTECTED BY STATE OR LOCAL LAW.*