

## Summer Bridge Programs

Student Transition Services

5500 N. St. Louis Avenue  
Chicago, Illinois 60625-4699  
Phone: 773-442-5290

### Student Success Coach

#### EMPLOYMENT DATES:

June 15 – Friday, August 31, 2020

#### General Description:

The Student Success Coach is responsible for providing a variety of services to meet the academic, career, and personal development needs of program participants consistent with the mission of the Program. Coaches will be responsible for a cohort of approximately 10-20 students and will accompany those students throughout each component of the day. The Coach is also responsible for fostering cognitive and non-cognitive growth and responding to student transition issues. This position supports Math, Reading, and/or Writing workshops and student development workshops and activities.

Summer Bridge Success Coaches will work in one of two programs:

- The Summer Transition Program is a six-week summer program, held Monday through Friday, beginning Monday, June 29, 2020 and ending Friday, August 7, 2020. The Program runs from 9 a.m. to 3 p.m. at the El Centro and Main campuses.
- The Urban Health and Wellness Summer Immersion Program held Monday through Friday, beginning Monday, June 29, 2020 and ending Friday, August 7, 2020. The Program runs from 9 a.m. to 3 p.m. at the Jacob H. Caruthers Center for Inner City Studies (CCICS).

There will be mandatory training on June 18-26, 2020. Success Coaches will also need to attend New Student Orientation and the Welcome Event for STP students on Friday, June 26, 2020, the Closing Ceremony on Friday, August 7, 2020 as well as a post program focus group. Student Success Coaches will also support transition programs during Eagle to Learn Week from Monday, August 17-21, 2020.

The Student Success Coach reports to the Director of Student Transition Services and there is an expectation that coaches working at CCICS and El Centro will have constant communication with the Summer Transition Program coordinator at their respective campuses. The Summer Transition Program coordinator at each campus will be the first point of contact for the workshop facilitators.

Compensation for this position is \$14 per hour at a maximum of 28 hours per week.

#### Application Procedures

To apply for this position, please submit the Summer Bridge Program Student Success Coach Application Form, your current resume, cover letter and the names, phone numbers and e-mail addresses of three professional or academic references to [sts@neiu.edu](mailto:sts@neiu.edu) by 5 p.m. on Friday, May 1, 2020.

#### Application and Interview Preparation

Students interested in applying to serve as an STP Success Coach are strongly encouraged to meet with staff in the Career Development Office prior to submitting application materials and/or scheduling interviews. This will help ensure that you provide a strong resume and that you are well prepared for your interview.

To schedule an appointment call (773) 442-4680 or visit the Career Development Office front desk in B-119. The schedules of Career Development staff often are packed, so it is in your best interest to schedule an appointment as soon as you can. Walk in hours are also available for brief resume critiques or interview preparation.

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**Primary Duties and Responsibilities:**

1. Support students each day by providing opportunities to learn effective student success skills that will ease the transition to college.
2. Participate in a training experience prior to the beginning of STP, New Student Orientation for STP students, the welcome event, the closing ceremony, civic engagement and reflection activities; Assist with coordination and implementation of aforementioned activities
3. Support the facilitation of content delivered in the academic courses and Math, Reading, and/or Writing workshops.
4. Provide program participants with an opportunity to explore academics at NEIU and a career field, culminating in a final project.
5. Monitor the progress of non-cognitive skills (e.g., determination, motivation, and dependability) of program participants and make adjustments necessary to increase likelihood of growth.
6. Monitor the progress of cognitive skills (e.g., memory, attention, and reasoning) of program participants and make adjustments necessary to increase likelihood of growth.
7. Attend weekly meetings with other coaches and supervisor to review upcoming activities and student progress.
8. Facilitate meetings and regular communication among cohort success team members (course instructor, workshop facilitators, program director and success coach)
9. Participate in assessment activities, including data collection, surveys, and focus groups.
10. Assist in the coordination of lunches and ensure classrooms/meeting spaces are returned to their original condition.
11. Ensure students are in their designated place at the appropriate time.
12. Attend all campus visits and civic engagement events.
13. Perform other duties as assigned by supervisor.

**Minimum Qualifications:**

1. Currently enrolled as a student in good academic standing at Northeastern Illinois University or possess a Bachelor's degree in Education, Counseling or related field from an accredited college or university
2. Excellent verbal, social and multi-tasking skills
3. Experience related to event planning, student success skills, developing non-cognitive and cognitive skills and career exploration
4. Experience with and an understanding of the educational, economic and cultural needs of underrepresented first-generation students transitioning to college
5. Experience in an urban college or university setting is preferred
6. Experience as a peer mentor/peer educator and tutoring experience in Math, Reading or Writing is preferred
7. Experience with campus resources and campus and/or leadership development activities is desired.

**Summer Bridge Program  
Student Success Coach  
Application Form**

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**Today's Date:**

**Name:**

**Northeastern email address:**

**Phone Number (cell or landline?):**

**Best Method to contact you:**  phone  e-mail

**NEIU ID Number:**

**Expected number of credits completed at Northeastern at the end of Spring 2020:**

**Why are you interested in this position?**

**Please describe your experiences, knowledge and skills that will help you succeed as a Summer Bridge Student Success Coach.**

**How can you use your experience, knowledge and skills to help provide a smooth academic and social transition for first year students participating in the Summer Transition Program or Urban Health and Wellness Summer Immersion Program?**

**What are the personal and professional goals you hope to achieve by becoming an Summer Bridge Student Success Coach?**

**What are some areas you would like to improve for your professional development?**

**Returning STP Success Coaches only**

**What change(s), if any, would you make to this year's Summer Bridge and why?**

**What training do you need to make you a stronger Student Success Coach this year?**