

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Student Success Coach

Department: Milburn Center

OBU Mission Statement

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

Expectations for all Employees

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees must embrace these expectations and model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Commit to the mission and vision of Oklahoma Baptist University.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Strive for excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*

Purpose: The Student Success Coach provides specialized support for designated student populations to promote academic achievement, persistence, retention, and successful progression toward degree completion. The position independently evaluates student academic and engagement needs, develops and implements individualized success strategies and broader student-success initiatives, and exercises professional judgment in determining appropriate interventions, resources, referrals, and follow-up actions.

The Success Coach will actively engage students to build academic success plans, improve success habits, and encourage connection with campus resources. This position serves as a resource and consultant to students and university personnel regarding barriers to academic success and coordinates appropriate institutional resources to address identified needs. The position contributes to the development, implementation, and continuous improvement of student-success practices and programming consistent with the University's academic mission.

Essential Functions:

- Solicit the support and assistance of appropriate university personnel to engage with at-risk students to coordinate cross-functional student-success interventions to develop appropriate responses to identified academic or persistence concerns.
- Develop and implement individualized academic-success strategies by tracking academic progress and overall engagement in the OBU experience for assigned students and populations, exercising professional judgment in establishing goals, recommending interventions, identifying appropriate campus resources, and determining follow-up strategies based on individual circumstances.
- Analyze and monitor student academic progress and engagement using institutional systems and reporting tools to identify trends, emerging concerns, and opportunities for intervention; use findings to inform recommendations and improvements to student success practices.

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- Initiate and execute additional programming for the student body to promote academic success strategies, connections with faculty, and overall engagement as it relates to academic excellence.
- Exercise independent judgment in responding to academic alerts and student concerns, evaluating available information and determining appropriate outreach, referral, intervention, escalation, or follow-up within established university policies and practices.
- Work alongside other staff in the Milburn Center for Student Success in the development, implementation, and continuous improvement of student-success initiatives and academic-support practices.
- Coordinate the administration of On Campus ACT and National ACT testing, exercising responsibility for the planning, scheduling, communication, administration, compliance, and operational coordination necessary to ensure effective implementation of testing programs.
- Maintain appropriate confidentiality and discretion in the handling of student educational records, academic information, and sensitive student communications, consistent with applicable law and University policy.

Other Duties:

- Prepare and maintain reports, records, and documentation necessary to evaluate student-success initiatives and monitor outcomes.
- Maintain working knowledge of university policies, procedures, and workflows related to registration, financial aid, academic requirements, degree progression, and other matters affecting student persistence and academic success.
- Contribute to cross-departmental projects and initiatives related to academic support, student success, persistence, retention, and institutional effectiveness.
- Perform other related responsibilities and special projects consistent with the scope and purpose of the position.

Required Qualifications:

- Excellent written and verbal communication skills.
- Ability to reason and solve problems.
- Ability to work independently and prioritize job responsibilities.

Education:

Required: Bachelor's degree.

Experience:

Preferred: Experience working in higher education.

Equipment:

- Computer, phone, standard office systems and equipment.

Physical Requirements:

- Physical stamina to meet with students, faculty and staff and to move about campus when necessary.

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Special Requirements:

- Must be a member of a local evangelical* Christian church.
*Evangelical is a broad term referring to segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.
- Please apply using the link for “Administrative Applications” on the OBU website at:
<https://www.okbu.edu/hr/jobs.html>

OBU Benefits Summary:

OBU understands that our employees are our most valuable assets when fulfilling our mission. We strive to offer an extensive array of benefits and opportunities for employees to choose from. Full-time employees benefit from the generous OBU provision of premium contributions for nationwide family-friendly Health and Dental coverages along with free life insurance that includes accidental death and dismemberment equal to an employee’s base salary. OBU provides access to optional employee-paid ancillary benefits like vision, hospitalization, critical illness, accident, additional employee-paid family life insurance coverages, and education benefits at OBU and other institutions of higher education. There is generous paid time off that includes annual granted vacation time, accrued sick leave, six annual holidays, and week-long breaks for Thanksgiving and Christmas that include energy conservation days. For all employees working at least half-time, there is an employer matching opportunity for retirement investments in a 403(b)(9) plan administered by Guide Stone. There are numerous other perks and opportunities for OBU employees including FREE family membership to the OBU Recreation and Wellness Center or RAWC, Global outreach university mission trips, cafeteria discounts, and parking privileges to name a few. For more information about the current OBU employee benefits and opportunities, please contact the Human Resources staff at HR@okbu.edu.