



Job Description

Job Title: CAGS Graduation Coach		Division/Department: CAGS Student Services
Location: North Location		Title: Director of Student Services
Position Type: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Student Worker	FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Hours worked Per Week: Approximately 40

POSITION SUMMARY:

The Graduation Coach (GC) acts as the primary contact for a designated group of students within the College of Adult & Graduate Studies. The GC is the liaison between the student and Student Financial Services, the Business Office, Academic Services and all other entities within the University. The key focus is on retention.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Academic Advising
- Initial Transcript Evaluations
- Counsel and advise regarding attendance and attendance requirements
- Coordinate and administer Community Service and associated commitments
- Review and counsel students on their academic progress
- Function as liaison regarding miscellaneous education issues
- Praying for and with students as necessary
- Re-entry Effort as Outlined by the VP for Enrollment Management

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor degree from an accredited university.

COMPUTER SKILLS:

Ability to use Microsoft Word and Excel software.

OTHER QUALIFICATIONS:

Great customer service skills including positive phone demeanor. Strong organizational and project management skills. Good attention to detail. Present self in a professional manner and reflect the goals and standards of MACU.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Intermittent sitting for several hours per day. Hearing and speaking demands.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Pleasant office setting, comfortable temperature.