



Position Description: Bi-lingual (English-Spanish) Early Childhood Education Academic Success Coach & Advisor

Salary Range: \$55,000 – \$62,000

The College:

A private, non-profit college accredited by the New England Commission of Higher Education (NECHE), Urban College of Boston (UCB) opens new pathways to opportunity through individualized, supportive, and multilingual education that prepares a diverse community of learners to pursue career advancement and transform their lives. UCB grants Associate of Arts degrees in Early Childhood Education, General Studies, and Human Services Administration, and offers seven certificates. UCB enrolls over 1,000 students annually, many of whom attend college part-time, while working full-time and raising a family. Classes are offered in both online and face-to-face formats. UCB offers classes in English, Spanish, Mandarin, Portuguese, and Haitian Creole. Chartered in 1993, UCB has long served an ethnically- and racially- diverse student body; of the over 1,100 students enrolled during the 2022-2023 academic year, 59% identified as Hispanic or Latinx, 14% as Black or African American, 10% as Asian, 6% as white, 3% as another race or ethnicity, and 8% did not indicate their race or ethnicity. During the same period, 92% of students were women and the average age was 37.

General Statement of Duties:

Reporting to the Vice President of Student Success and working collaboratively across departments, the Academic Success Advisor will provide direct services to students that include academic & career and transfer advising, degree planning, and case management to support academic success for students in Early Childhood Education programs. Serving as a liaison to the academic department and student support programs, the Academic Advisor & Success Coach will conduct career exploration and goal clarification activities with individuals and groups to help students achieve their academic goals by developing a structured academic plan that facilitates the success of students. In addition, the Academic Success Coach will provide ongoing support to ensure academic success and connect advisees with the support necessary to be successful.

Examples of Duties:

- Use a proactive advising model to advise students through individual and small group sessions;
- Work collaboratively with the Student Success and Enrollment Services teams to ensure a seamless student experience from the first point of contact to completion;
- Assist students with setting goals, identifying potential obstacles, and coaching them to success;
- Determine student learning sequence requirements;



- Work collaboratively with the Learning Resource Center to develop and implement workshops focused on academic fluency skills;
- Monitor student academic progress;
- Maintain up-to-date records to document student success and progress toward degree progression;
- Provides referrals to college services;
- Participates in activities of the activities of the College, including supporting advising functions at College Recruitment & Enrollment Events;
- Use resources for career exploration to help students identify relevant career-pathway options and refine appropriate course selection and degree completion plans;
- Implement non-cognitive assessments to support exploration of student strengths, interests, and talents;
- Collaborate closely with the ECE program coordinator;
- Participate in professional development related to the duties of the position;
- Performs special projects and related responsibilities as initiated and requested;
- Performs other related duties as assigned.

Minimum Qualifications:

- Bachelor's degree in education, counseling, psychology, or closely related field or an equivalent combination of education, training and experience required.
- Bilingual Spanish
- At least three years of experience or training in college academic and/or career advisement;
- Ability to effectively analyze data and use data for planning and assessment;
- Ability to exercise discretion and interpret privacy regulations governed by FERPA;
- Ability to effectively advise students with a variety of diverse characteristics including racial, ethnic, and linguistic diversity, learning style differences, and variety of age and life experiences;
- Excellent oral and written communication skills and interpersonal skills;
- Ability to provide mentoring, motivation, incentive, and leadership to students;
- Demonstrated ability to work collaboratively and communicate effectively with college students, staff, and administrators.

Preferred Qualifications:

- Master's degree in education, counseling, psychology, or closely related field or an equivalent combination of education, training and experience required;
- Experience working with first generation college students;
- Experience in a community college with open enrollment practices;
- Experience working with multilingual communities;



- Experience with career advisement and coaching;
- Knowledge of the implementation of non-cognitive assessments.

Equivalency Statement:

Applicants who do not meet the qualifications as stated above are encouraged to put in writing precisely how their background and experience have prepared them with the equivalent combination of education, training and experience required for the responsibilities of this position.

Review of applications will begin with those received up to and including May 24, 2024, and continue until the position is filled.