



Beaver Success Coach Position Synopsis

Thank you for your interest in becoming a Beaver Success Coach at Bemidji State University. Please review the expectations below and complete the application.

Expectations: The expectation is that each Beaver Success Coach will work with 5 new BSU students during the academic school year. The expected time commitment, which would include training, communications to students, and direct student contact is up to 20 hours for the academic year.

Each student will complete a survey prior to be assigned to you. The survey will ask a set of common questions regarding pre-enrollment characteristics and expectations that will be used by the success coach to learn more about the student and how they can be best served.

The meetings between Success Coaches and students are a collaborative and participatory process. Students are guided through the session, where the Success Coach will enlist background information about student's needs and interests, conduct an assessment to examine study skills, time management skills, financial literacy, self-efficacy, and motivation. These self-reports will help to determine a plan of action for each student. This plan of action may include another face-to-face meeting, referrals to other offices/subject matter experts, or verification of progress towards desired goals. Essentially, Beaver Success Coaches are there to help first year students navigate Bemidji State University.

Coaching sessions last from 15-30 minutes on average and can be scheduled according to the needs of the student. It is expected that Success Coaches will initiate the first face-to-face meeting.

Students will have access to their Success Coaches via email or phone to ask questions, clarify information or plan future actions to review and debrief the outcomes and planned actions or activities to ensure students are progressing toward their goals. If students do not contact their coaches, the expectation is the Success Coach will contact the students assigned to them. All information that is shared is confidential and will not be shared with other students, university offices, or personnel unless it is to make a referral for health care, tutoring, or another service. Student information will also be aggregated to ascertain student characteristics and other factors indicating success.

Beaver Success Coach will have access to the D2L Success Coach Lounge to stay connect with other Success Coaches and have access to resources to assist you with your work as a Beaver Success Coach. In addition, coaches will be able to participate in 2 training opportunities throughout each semester to help assist coaches with their work.

Please complete the following application and return to the Advising Success Center, Decker Hall 202, Box #44. If you have any questions, please contact Zak Johnson at (218) 755-2226 or email zjohnson@bemidjistate.edu.

Beaver Success Coach Application

Date _____

General Information

Name _____ Employee ID _____

Phone _____ Email _____

What is your current position at BSU? _____

How long have you been employed at BSU? _____

By signing below, I understand that my obligation as a Success Coach is for the full academic year and will be up to 20 hours for the year. These duties are considered part of my regular job responsibilities in support of campus retention activities. I will work with my supervisor to meet the expectations of my job responsibilities, including my participation in the Success Coach program.

Applicant: _____

Applicants are required to have supervisor permission to apply and participate in the Success Coach program. The time commitment and expectations for this work will be completed within the current job responsibilities, as stated above.

Supervisor: _____

Note: While efforts will be made to allow employees to participate in this program, some positions may not be able to incorporate these responsibilities into their current workload.

II. Success Coaching Knowledge and Skills

Please answer the following questions.

- A. Have you been a Beaver Success Coach before? YES NO

- B. Why are you interested in becoming a Success Coach?

- C. What skills do you have that will make you an excellent success coach?

- D. What skills and knowledge would you be willing to share that would enable other Success Coaches to have specific content expertise?

- E. What is one thing/piece of information that you would stress to a new student at BSU?

The following information may be used to match students to you that have similar preferences or interests. Please fill-in your preferences in the following areas:

Academic Programs (i.e. business, health, etc.):

Community Activities (i.e. Habitat for Humanity, Church choir, etc.):

Hobbies (i.e. fishing, art, running, etc.):

Geographic Region (i.e. hometown, favorite vacation area, etc.) :