



TOUGALOO COLLEGE
Tougaloo, MS 39174

NOTICE OF JOB OPENING

STUDENT RETENTION COACH

Position Summary:

This position provides academic and non-academic support and coaching to a diverse learner population. The successful candidate for the Student Retention Coach position will develop, implement, and monitor strategic programming to ensure the successful matriculation and graduation of undergraduate students at Tougaloo College.

Responsibilities:

- Develop and implement academic success plans for academically at-risk students
- Identifies learning needs of students and develops academic success plans.
- Provides weekly monitoring and mentoring of at-risk students with academic success plans and diverse learning needs
- Advises students regarding strategies for academic success.
- Produce and present innovative and relevant monthly academic forums to inform general and at-risk student populations
- Provide students with an in-depth and holistic introduction to the resources, opportunities, and services of college, including academic tutoring, career guidance and placement, travel opportunities, internships, health services, and financial planning
- Organizes and maintains a database of student information and assessments related to academic performance, success, and retention.
- Assists with data analysis of targeted at-risk programs
- Leverage technology to improve student success outcomes
- Serves as a resource for faculty and staff in academic support and success matters.
- Develop and maintain a collegial, positive, and productive relationship with faculty and other coaches
- Maintain the daily operations of academic support services, such as but not limited to Peer Tutoring and Supplemental Instruction
- Participate in campus activities as required
- Process referrals and early alerts to and from faculty and other Tougaloo College administrators using campus LMS and SSC technology
- Perform similar or related duties as assigned or required

Required Experience/Knowledge/Skills:

Master's Degree preferred in a related field from an accredited four-year college or university

AND

One (1) year of experience related to the described duties (Academic Advising, Counseling, Educational Services)

The candidate must demonstrate the ability to teach, counsel, and motivate students. The incumbent must possess strong written and verbal communication skills, demonstrated agility with new technology and social media, and strong organizational and time management skills. A clear understanding of professional norms and ethics in higher education settings, along with a demonstrated ability to work with diverse students, is also required. A knowledge of and interpreting academic policies and developing statistical

and narrative reports at the request of the Director of Student Retention Services, the Vice President of Enrollment Management & Student Services, and the Vice President of Academic Affairs is necessary.

Date of Position Opening:	June 16, 2026
Application Deadline:	Until position is filled
Salary:	Commensurate with experience
Job Listings:	<u>https://www.tougaloo.edu/about-tougaloo-college/jobs</u>
**Email App/Resume/Cover Letter to:	<u>TougalooCareers@tougaloo.edu</u>
Physical Address:	Tougaloo College Attention: Director of Human Resources 500 West County Line Road Tougaloo, MS 39174

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY, OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER