

Cal Poly Humboldt

Sponsored Programs Foundation

Job Announcement

This is not a state position

Job Title: TRIO-SSS Success Coach

Wage: \$23.94- \$25.12 per hour depending on experience.

Hours: Full-Time (40 hours per week), non-exempt, 12-month position with a competitive benefits package including group health, dental, and vision. A 403B retirement contribution is added after one year of service with 1,000 hours in that year.

Duration: This is a temporary appointment with an anticipated start date of August 3, 2026. The position is renewed at the beginning of each grant year, contingent on continued funding and positive work performance. The SSS grant is funded on a 5-year cycle, with subsequent years dependent on reauthorization of funding by the Department of Education. The SSS program at Humboldt has been in continuous operation since the inception of the program in 1972. The 2026-2027 academic year is the second year in the 5-year cycle.

Project Name: TRIO Student Support Services 2025-2030 **F3418**

Supervisor: Primary supervision is provided by Su Karl, Director of the Learning Center. This position also reports to Rama Rawal, Director of TRIO Student Support Services.

Position summary: Under general supervision of the Director of the Learning Center and the Director of TRIO Student Support Services (SSS), the Success Coach works with TRIO SSS program (low-income, first generation) students, providing academic coaching, learning assistance, and strategies for engaging in academic course content. The Success Coach conducts assessments, develops individual educational action plans, and monitors student progress and outcomes as they incorporate learning strategies into their academic practices. The Success Coach serves as a liaison between the Learning Center and the Educational Opportunity Program/Student Support Services. Based on assessment outcomes, designs and implements appropriate interventions to support program student success.

Essential job functions: The SSS Success Coach has lead responsibility for **assessing coaching, & monitoring the academic strategies and performance** of assigned SSS students:

- Builds and maintains collaborative relationships with EOP/SSS Advisors, Learning Center staff, and campus community members.
- Receives and responds to referrals from EOP/SSS Advisors
- Conducts new student assessments relating to learning strategies and practices.
- Evaluates student study strategies through appropriate assessment methods. Reviews academic history, conducts student interviews, and consults with EOP/SSS advisors when formulating the student's individual academic plan.

- Assesses academic behaviors and strategies such as time-management, academic engagement, agency, and academic mindset. Assesses non-academic factors as related to potential impact on academic behaviors, strategies and mind-set.
- Maintains records of session visits, reviews data, and generates reports as needed.

Based on assessment outcomes, the SSS Success Coach provides direct one-on-one

Individualized Student Coaching for students:

- Assists students in developing strategies to become independent learners.
- Refers students to course-specific assistance for tutoring and other Learning Center Services as appropriate.
- Meets regularly with students to monitor progress.
- Takes initiative to outreach and recruit program students through Summer Bridge Orientation, Transfer Seminar, Kick Axe Study Sessions, other program events, and program email mailing list.

The SSS Success Coach facilitates academic workshops & classroom presentations:

- Assists in the facilitation of a variety of academic strategy workshops (time management, test taking, test anxiety, note-taking, online learning, software navigation, or other subjects) as requested.
- Provides classroom-based instruction and coaching in active learning and academic strategies development.
- Assists in training of EOP/SSS program staff and participates in professional development opportunities related to inclusive, culturally relative, and culturally responsive pedagogy, principals, and practices.
- Plans, facilitates, and participates in EOP/SSS and Learning Center programming and events.

The SSS Learning Specialist also maintains accurate and up-to-date recordkeeping of services provided and assists in other program activities as a full member of the EOP/SSS TRIO team.

Minimum Qualifications:

Experience: One year of experience in professional Student Services work at the entry trainee level or equivalent. Equivalent amounts of graduate level job related education may be substituted for the required experience.

Education: Equivalent to graduation from a four-year college or university. Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities shown above may be substituted for the required education on a year for year basis.

Preferred Qualifications, Knowledge, Special Skills, and Abilities:

One year of experience or more providing college skills development for low-income, first-generation or other underserved student populations. Effective oral and written communication skills. Demonstrated ability, sensitivity, and knowledge of academic development strategies within a strength-based context. Knowledge of learning theory, student development, and awareness of the non-cognitive influences on academic behaviors, mindset, and performance.

Training and experience sufficient to work in coordination with other student service providers to develop individual, small group, and classroom experiences which assist program students in acquiring academic strategies needed for college success. Sufficient training and experience to plan and facilitate study skills workshops and instruction of “college success” curriculum.

Application Instructions: To apply submit 1) a resume, 2) cover letter, 3) three professional references along with 4) the [SPF Employee Information Form for Applicants](#) to Rama Rawal, rama.rawal@humboldt.edu

If you have any questions regarding this position, please call the EOP/Student Support Services Office at 707-826-4781.

Application Deadline: The initial review date is **July 13, 2026**; position will remain open until filled.

Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other legally protected status. More information about Cal Poly Humboldt SPF’s Equal Employment Opportunity hiring can be found [here](#).

SPF adheres to the policy of employment at will, which permits the employer or the employee to end the employment relationship at any time, for any reason, with or without cause or notice as permissible by law. No SPF representative other than the Executive Director may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Maintaining eligibility to work in the United States is a condition of employment. Cal Poly Humboldt Sponsored Programs Foundation does not sponsor visas for staff, management, or temporary positions.

For assistance with the application process, please submit an Accommodation Request Form, which can be [found here](#) or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the Cal Poly Humboldt Human Resources website at <https://disability.humboldt.edu/>. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within Cal Poly Humboldt SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Humboldt SPF employees who apply for this position. Background checks will be conducted only after a conditional offer of employment and in compliance with California Fair Chance laws.