

2017 – 2018 Position Description

Posted: February 2017



AmeriCorps College Completion Coaches (Coaches) are college graduates who are committed to helping other students attain their educational goals and are also dedicated to community service. Coaches provide intensive support to students in reaching academic milestones that are proven to increase their likelihood of success. Coaches also engage students in activities and events that create awareness and address community needs.

Coaches undergo ample training, are provided with valuable professional development, networking, guidance and support with career and “Life After the Corps” goals. Members serve full-time, or 1,700 hours over 11 months, and in return receive a modest living allowance, basic health insurance, and an Educational Award upon completion of the full-time commitment.

Coaches engage in the following:

- Assist a cohort of approximately 100 students each semester (200 students total over an academic year).
- Complete “coaching contacts” throughout the academic year to help students adjust to college life, identify and remove barriers to their success and problem solve.
- Communicate regularly with students through phone, e-mail, and in-person while on-campus.
- Help students build momentum in completing coursework.
- Connect students to campus and community resources to address barriers.
- Conduct workshops covering topics like study skills, financial literacy, and time management.
- Plan civic engagement opportunities for students & the campus-at-large through AmeriCorps days of service.
- Collaborate with college faculty and staff to increase student success.
- Track and monitor data to report on daily and quarterly activities.

Education Requirement: Associate Degree

Skills & Personality Requirements: problem solving, teamwork, leadership, public speaking, creativity, professionalism, positive attitude, effective communication, networking/resourcefulness and technology

Preferred Experience: student affairs, education, teaching, tutoring, social services, counseling, and community organization.

Benefits: Living Allowance (\$12,630 annually), Education Award Eligibility (\$5,815), Basic Health Care, and Child Care Assistance

Approximately 32 positions are available on community college campuses across Ohio. Position locations for 2017 - 2018 include: Belmont, Central, Clark, Columbus, Cuyahoga, Hocking, Lakeland, Lorain, Marion, Owens, Rhodes, Southern, and Stark. The program year begins in August and ends in June. Apply Soon! Interviewing will begin immediately. Positions are available until filled.

Instructions to Apply Online:

Step 1: Create an application on the AmeriCorps site:

1. Go to <https://my.americorps.gov/mp/recruit/registration.do>
2. Create your AmeriCorps profile by following the prompts.
3. Once completed, you may begin applying for AmeriCorps positions.

Step 2: Apply to the College Completion Coaches:

1. Go to <https://my.americorps.gov/mp/listing/publicRequestSearch.do>
2. For Program Type, select “State/National”; For State select “Ohio”; For Program Name, type “Completion Coach”.
3. Click “Search.”
4. Select the position listing for the location you are interested in, review the description, and click “Apply” at the bottom of the page to submit your application.