



**SAY YES Academic Coach and Counselor
Academic Affairs**

POSITION SUMMARY:

The Say Yes Academic Coach and Counselor is split position, working 50% of the time in two different departments. As the Academic Coach, the person will report to Director of Student Success and will advise incoming freshman level and incoming transfer students on their course of study, with a particular focus on Say Yes Buffalo students, who are graduates of Buffalo Public Schools and charter schools within the city of Buffalo. As the Counselor, the person will provide short-term individual counseling and social work-related services to students as well as campus wide preventive outreach and crisis response with a particular focus on Say Yes Buffalo students. The Say Yes Academic Coach and Counselor will provide individual and small group tutoring to students, assist students in improving academic achievement by meeting with students on a regular basis to clarify learning problems and work on study skills, work with staff and faculty on a regular basis to provide quality advisement to first-year and transfer students, will be responsible for facilitating various support groups and workshops on prevalent issues on campus. In addition, when needed, the Counselor will connect students with local community-based organizations and mental health agencies in an effort to provide comprehensive services to students, including case management, and helping with food instability and housing needs.

ESSENTIAL RESPONSIBILITIES:

- Advise first-year and first semester transfer students, including Say Yes Buffalo students.
- Provide crisis intervention and short-term, solution-focused individual counseling to non-first-year students experiencing mental health concerns, relational issues, academic challenges, and/or behavioral issues.
- Be available for potential convenings of Say Yes partners in WNY.
- Support the other Academic Coaches and Student Success Coordinators.
- Advise students by following a developmental approach following internal procedures. Work with students to develop student skills, habits that lead to success, and transition to program advisor.
- Provide preventive outreach by developing, promoting, and presenting workshops on prevalent issues on campus.
- Facilitate and promote support groups and wellness workshops to enrolled students.
- Serve as referral source for students in need of off-campus mental health and/or social work services.
- Collaborates with external providers of mental health and social work services for the purpose of referrals and coordination of care.
- Maintain positive working relationships with program faculty.
- Assist students academically in whichever subject(s) the students are seeking improvement with special attention paid to writing instruction.
- Develop and conduct workshops, in class presentations, and academic support sessions.
- Work to foster diversity and inclusion within the Villa community.

- Ensure that confidentiality, as regulated by Federal law and New York State law, be adhered to.
- Maintain communication with the Director of Student Success and the Director of the Care Center.
- Take on additional responsibilities as assigned by either the Director of Student Success or Director of the Care Center.
- Meet with Director of Care Center for clinical supervision.
- Support the philosophy and objectives of the College.
- Other duties as assigned to meet the mission of the College.

QUALIFICATIONS:

- Master's Degree in counseling, psychology, social work, personnel administration or closely related field preferred.
- Direct experience working with students in immediate mental health and/or life crisis preferred.
- Experience advising, mentoring, tutoring, coaching or teaching college level students (two years of experience preferred).
- Demonstrated ability in coordinating programs and working with other departments.
- Experience cultivating relationships with students, faculty, and staff.
- Microsoft Office knowledge necessary.
- Excellent communication and leadership skills.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

WORK ENVIRONMENT:

General work environment requires employees to consistently use manual dexterity in reaching, writing, navigating around the office/workspace. This position requires fully functional vision and auditory abilities. This position may include hours standing and walking, including up and down stairs, moving items of up to 25-pounds. Occasional evening and weekend hours may be needed to perform work associated with this position. If the position requires use of vehicle for College purposes, a valid New York State driver's license check may be required for occasional off-campus assistance and support.

Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation or preference, national or ethnic origin, marital status, physical or mental disability, or any other protected classifications in admissions, employment, or any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.

VILLA MARIA COLLEGE INCLUSION STATEMENT:

At Villa Maria College, we value diversity and respect for human dignity as foundations for our collective growth. We develop effective reciprocal relationships based on compassion, trust, and authenticity. To fulfill this purpose, we welcome all students and employees who contribute to the richness of our diversity. We work every day to ensure that all who join our inclusive community have what they need to realize their full potential.