

NOTICE OF VACANCY

Position Title: Academic Advisor & Success Coach

SALARY: \$40,000.00

REPORTS TO: Director of Student Success

BENEFITS: Institutional fringe package includes health, dental, & vision coverage, life insurance, FSA, and retirement plans.

POSITION DETAILS: Full-time Non-Exempt

HOURS: Monday-Friday; 8:00AM to 5:00PM

START DATE: April 1, 2026

SUPERVISORY DUTIES: N/A

Position Summary: The Academic Advisor & Success Coach position serves as academic advisor, mentor, coach, and champion, focused on the success of their assigned students. As a student-centered position, they will provide enhanced academic support to students in their caseload as they navigate through the educational journey to graduation and coordinate retention efforts across campus. This position reports to the Director of Student Success.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Provide year-round enrollment support and academic advisement to promote student success at USAO.
- Provide direct enrollment support and academic advisement to an assigned caseload of students.
- Foster a welcoming, student-centered environment by delivering responsive, professional, and empathetic service.
- Participate in advising- and enrollment-related components of new, transfer, and parent orientation sessions.
- Participating in professional development related to best practices to support excellent service and student success.
- Conduct academic coaching appointments to assist students in overcoming obstacles that arise while in college, helping to connect them to resources, making appropriate appointments, speaking to offices on their behalf, helping students through institutional processes.

- Maintain current knowledge of program requirements for assigned caseloads and collaborate with academic departments to ensure advising accuracy, with special consideration given to course rotations, graduation timelines, and pre-requisites
- Implement academic support workshops as needed.
- Guide the development of individualized educational plans aligned with students' interests, goals, strengths, skills, and values.
- Provide training and oversight of student workers.
- Coordinate enrollment and retention efforts, services, and outreach campaigns.
- Conduct Academic Recovery sessions, Exit Interviews, and Recruit-back initiatives.
- Maintain thorough advising records and degree plans.
- Communicate with students through multiple channels: in-person, virtual, text, phone, and email.
- Provide reports of advisement, enrollment, and retention efforts as requested.
- Additional duties as assigned.

REQUIRED QUALIFICATIONS, EDUCATION & EXPERIENCE:

- Bachelor's degree from an accredited institution.
- Ability to communicate effectively; strong organizational ability; excellent oral/written communication skills.
- Ability to work with diverse populations.

SKILLS & ABILITIES:

- This position requires an individual who possesses outstanding people skills and a service attitude.
- The individual must also have the ability to work well under pressure and maintain accuracy.
- Successful candidate must demonstrate a high degree of individual initiative and observe high standards of personal and professional integrity.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee frequently is required to sit and stand for periods of time. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.

ABOUT USAO:

The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience.” To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see www.usao.edu.

TO APPLY:

To be considered for this position, you must complete the official USAO application, available at <https://usao.edu/about/personnel.html>. After submitting the application, please email the following documents to hr@usao.edu: A letter of interest, a detailed résumé, three professional or academic references, and any required transcripts. You may also apply in person by visiting:

**University of Science & Arts of Oklahoma
Troutt Hall, Room 306
1727 W. Alabama Ave., Chickasha, OK 73018**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.