Beatitude House
Job Description

TITLE: Student Support Coordinator-Ashtabula & Trumbull Counties
Office Location: Ashtabula, Ohio
JOB CLASS: Part Time – Non-exempt

PURPOSE AND POSITION SUMMARY
In coordination with the Program Director, the Student Support Coordinator is responsible for carrying out the daily responsibilities of the Ursuline Sister’s Scholars Program in both Ashtabula & Trumbull counties. The Student Support Coordinator assesses each student’s needs, provides referrals and interventions as needed, and evaluates their success in the program. The Student Support Coordinator presents to the public the professionalism, dedication and caring attitude that is associated with Beatitude House and the Ursuline Sisters of Youngstown.

ACCOUNTABILITY
The Student Support Coordinator is accountable to the Ursuline Sister’s Scholars Program Director.

RESPONSIBILITIES
To ensure the mission and purpose of Beatitude House is accomplished through the Scholars Program, the Student Support Coordinator will:
• Carry out all policies and procedures of Beatitude House
• Infuse the Mission, Vision and Values of Beatitude House at all levels
• Communicate public relations and community opportunities for program growth to the Program Director and carry out public relations activities in a professional manner
• Meet with program donors as requested
• Establish a positive partnership with area post-education and resource providers
• Abide by the code of professional ethics
• Maintain professional growth through personal study, continuing education and professional networking
• Provide additional office and site support as needed
• Commute to Trumbull and Mahoning County as necessary
• Assist other agency programs with education and career resources as requested
• Meet with and provide services as requested by the Program Director or agency Director

To ensure a quality Scholars Program for each student, the Student Support Coordinator will:
• Recruit new students for the program in the defined geographic area by attending local resource fairs, talking to college classes, and meeting with school personnel
• Review student applications and determine eligibility for the Scholars program
• Recruit mentors and match them to the students
• Review student needs, provide case management services, and link students to additional resources in the community
• Meet with each student on a regular basis to determine progress and continued eligibility
• Meet with the student and mentor at least once every semester
• Plan group programming and workshop opportunities that benefit students
• Document goals, interventions, and accomplishments in records and databases
• Provide reports of student outcomes as needed
• Provide technical support to students and mentors

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QUALIFICATIONS

- Bachelor’s degree in education, social work or equivalent preferred
- Case Management experience preferred
- Skilled in communication & relationship building
- Ability to work independently & with versatility
- Capable of making decisions
- Highly organized and detail oriented
- Experience in utilizing community resources
- Diversity training preferred
- Adept in technology; knowledge of Microsoft Office (Outlook, Word, Excel, and PowerPoint), Chronus, and online databases preferred