

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
REGULATION NO. AR-4.1**

**TITLE:** COACHING SELECTION AND COMPENSATION

**DEFINITION:** This regulation describes the process by which students are selected for employment as Student Success Coaches. It also outlines the compensation levels awarded to Student Success Coaches.

**EFFECTIVE DATE:** April 22, 2005; Revised December, 2016, September 8, 2020

Coaching Selection Process and Compensation Levels for Students:

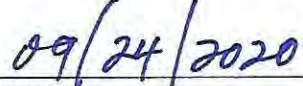
1. Current college students may apply to become a Student Success Coach. To be eligible for a Student Success Coach position, current college students must meet the following qualifications:
  - a. Must have completed at least 9 credit hours of college-level coursework or have an ACT Math score of 19 or higher, and an ACT English score of 18 or higher; or a SAT Math score of 500 or above, and a SAT Writing/Reading score of 480 or above.
  - b. Must possess an overall college grade point average of at least 2.5 on a 4.0 scale; Eastern GPA of at least 2.75 or if the student is a recent high school graduate, a grade point average of at least 3.0.
  - c. Experience in tutoring preferred.
  - d. Strong verbal and written interpersonal skills.
  - e. Possess a positive attitude and passion for helping others.
  - f. Have the desire to assist other students with identifying and overcoming barriers to their academic success.
  - g. Ability to travel with a valid driver's license
2. In the event that a current student who applies for a Student Success Coach position does not meet the minimum qualifications, but is highly recommended by an Eastern instructor or representative, their eligibility for the position is determined by the Student Program Advisor and the Dean of Student Access and Success.
3. Individuals interested in becoming a Student Success Coach must submit a completed Application, resume including academic transcript (may be unofficial) of all college coursework, and two Recommendation Forms, with at least one being from an Instructor. Applications are reviewed on an ongoing basis. Finalists are selected for an interview and

applicable pre-screening process.

4. If selected as a Student Success Coach, individuals are notified by the Dean of Student Access and Success. Student Success Coaches are required to complete the appropriate employment processes as required by the Human Resources/Payroll Office. Copies of all paperwork are retained in the human resources files.
5. Student Success Coaches are expected to attend a pre-hire training session at the beginning of each semester they are working.
6. In the event that a Student Success Coach receives an unsatisfactory reporting from students, staff, instructors, or administrators, the Dean of Student Access and Success will meet with the Student Success Coach to discuss the situation. Based on the information collected, the Dean of Student Access and Success will determine whether or not the Student Success Coach will be invited to continue working with students the next semester.
7. Employment as a Student Success Coach is scheduled on a semester basis with continued employment contingent upon satisfactory performance, student needs, and institutional personnel policies and federal work-study budgeting.

The Dean of Student Access and Success and the Student Program Advisor are responsible for implementation, interpretation, and review of this regulation.

  
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Dr. CHARLES TERRELL, PRESIDENT

  
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DATE