

Academic Coordinator Responsibilities	Student Success Advisor Responsibilities
Navigate academic policies, procedures, program requirements, and campus resources.	Guides onboarding, access to all learning platforms, accounts, and technology resources.
Serves as primary academic advisor.	Provides personal coaching, success planning, time management strategies, work/life balance.
Course planning.	Triage requests and makes referrals.
Drop/add requests.	Proactive outreach on a regular basis.
Transfer requests.	
Leave of absence requests.	
Policy exceptions.	
Tracking progress toward degree completion.	